

## JOB DESCRIPTION

**Position:** Market Merchandiser  
**Reports To:** Market Merchandising Team Leader  
**Payroll Status:** Nonexempt

### Position Summary

This position will support Ace Mart stores within a geographic market area in the merchandising of products and inventory related projects. This position requires the associate to work in all stores within a market on a rotating basis. This position requires a strong ability to both organize and complete assigned tasks in a timely basis, excellent communication skills, and the ability to be creative and resourceful. All employees are expected to adhere to Ace Mart business philosophy, guidelines and policies as laid out in the **ACE MART MISSION STATEMENT**, Employee Handbook, Standard Operating Procedures Manual and Safety Program.

### Essential Responsibilities:

1. Receive stock transfers
2. Sort and move merchandise to appropriate aisles/areas
3. Stock shelves with merchandise received
4. Maintain current shelf tags & labels in each location
5. Clean, dust, front & block, and re-arrange all merchandise to a "grand-opening" level
6. Assist in completing cycle counts
7. Create displays for new, promotional, seasonal, or stock merchandise
8. Various other tasks as directed by the Merchandising Coordinator

### Primary Qualifications:

- I. Knowledge of:
  - a. Math topics: addition, subtraction, multiplication, and division of whole/fractional numbers.
  - b. Knowledge of restaurant supplies and Ace Mart polices/procedures is extremely beneficial
  - c. Cursory knowledge of POS / Inventory Control system
- II. Education and Experience:
  - a. High school diploma or equivalent
  - b. At least two years of experience merchandising and stocking

### Physical Requirements/Conditions:

- I. Physical Requirements:
  - a. Stand/walk up to eight hours a day
  - b. Work in temperatures ranging from 45° to 95° F
  - c. Lift 26-50 pounds boxes 5 times a day
  - d. Lift 16-25 pounds boxes 10 times a day
  - e. Lift 11-15 pounds boxes 30 times a day
  - f. Lift 1-10 pound boxes 100 times a day
  - g. Bend & stoop two hundred times a day
  - h. Cursory knowledge of I.C.A.M. cart
- II. Working Conditions:
  - a. Ability to commute and work in multiple locations every week
  - b. Participate in store remodels and setups where conditions are noisy, dusty, & dirty.

### Work schedule:

Scheduled 5:30 am to 4:30 pm shift, Tuesday through Friday. One-hour lunch.

Please contact Daphne Glasby at (210) 323-4412 or [dglasby@acemart.com](mailto:dglasby@acemart.com)

**Ace Mart is an equal opportunity Employer**