



# Pepsi-Cola Bottling Company of Central Virginia

## Merchandiser

**Department:** Sales

**Work Schedule:** 5 days/week; weekends required

**Amount of Travel Required:** None

**Job Status:** Full Time

**Reports to:** Account Manager

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### POSITION SUMMARY

Pepsi-Cola Bottling Company of Central Virginia is seeking a Full Time Merchandiser. Merchandisers maintain product inventory, stock shelves, build displays, keep storage rooms organized and put up signs on displays, shelves, and coolers and interacts daily with our customers in the trade.

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Function Statement(s)

- Stocks, rotates, and displays all products to established standards (e.g. coolers, vendors, shelves, racks, displays).
- Maintains product inventory by ordering an appropriate amount of product in order to satisfy Customer's needs until the next scheduled delivery.
- A valid Virginia driver's license is required.
- Maintains a good working relationship with: Customers; account and sales managers at Pepsi; and other internal employees at Pepsi (e.g. warehouse employees, managers and administrative support).
- Communicates with retailers and Pepsi management team on issues regarding pricing, products, programs and problems that arise in the store.
- Assists and interacts with Consumers at retailer locations according to established standards.
- Maintains a clean, neat and organized backroom at retailer locations according to established standards.
- Responsible for cleaning all locations at which our products are displayed (e.g. coolers, vendors, shelving, racks, displays).
- Adheres to all company policies, standards and procedures (e.g. OSHA, DOT and safety requirements, AIB and Pepsi standards, Federal/State/Local laws); wears all required personal protective equipment.
- Maintains confidentiality of product pricing, Customer information and other sensitive and confidential information.
- Completes daily merchandiser logs, mileage reports, store and vendor logs, time-off requests and other paperwork as required according to established standards.
- Works assigned schedule, exhibits regular and predictable attendance and works overtime as required to meet workload demands. Performs other related duties as required.
- Trains new employees to perform Merchandising duties in accordance with established standards.
- Communicates with supervisors and co-workers about merchandising situations in order to maintain established Customer service standards.
- Assists Account Manager as needed by ordering appropriate amount of product to be delivered to the Customer in order to satisfy Customer's needs.
- Works in conjunction with Pepsi Management and Store Management to identify opportunities to increase sales and profitability, through proper use of Point-of-Sale materials, communication of price/value and securing displays.

### POSITION QUALIFICATIONS

#### Competency Statement(s)

- **Accountability-** Ability to complete assigned tasks with little oversight and is willing to accept responsibility.
- **Adaptability-** Ability to adapt to change in the workplace.
- **Communication Skills-** Ability to effectively communicate with others either individually or in a group setting using the spoken or written word.
- **Customer Oriented-** Ability to take care of the Customers' needs while following company policies and procedures.
- **Decision Making-** Ability to make critical decisions while following company policies and procedures.
- **Detail Oriented-** Ability to pay attention to the minute details of a project or task.
- **Diversity Oriented-** Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- **Ethics & Integrity-** Ability to be truthful and be seen as credible in the workplace.
- **Interpersonal Awareness-** Ability to get along well with a variety of personalities and individuals.
- **Problem Solving-** Ability to find a solution for or to deal proactively with work-related problems.

- **Safety Awareness-** Ability to identify and correct conditions that affect employee safety
- **Time Management-** Ability to utilize the available time to organize and complete work within given deadlines.
- **Working Under Pressure-** Ability to complete assigned tasks under stressful situations.

## SKILLS & ABILITIES

**Education:** High School graduate or General Education Degree (GED): Preferred

**Computer Skills:** As needed to perform any position related activities for Pepsi and/or the Customer.

**Certifications & Licenses:** Employee must be insurable to operate a vehicle, as a condition of initial and continued employment.

Other Requirements: Knowledge of: retail sales environment, beverage industry; stocking, rotating and displaying products; product line. Skill in: external Customer service in a variety of settings. Ability to: work quickly, independently and efficiently without direct supervision; multi-task; solve problems; adapt to changing tasks and priorities; read (e.g. diagrams, planograms and maps) and; communicate effectively with Customers and other employees; relate to Customers and develop good working relationships; be trained on a pallet jack, straddle stacker, hand held computer and printer and other mechanical equipment; drive a combination vehicle, accurately count order being delivered and payment received from Customer; lift heavy product repetitively. Other functions, skills and abilities may also apply.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; squat or kneel; bend; manually manipulate; and reach outward and above shoulders. The employee is occasionally required to sit and climb. With proper training and equipment, the employee must safely and regularly lift/carry or push/pull up to 100+ pounds.

### Other Physical Requirements

- **Vision** (Near, Distance, Color, Peripheral, Depth)
- **Ability** to wear Personal Protective Equipment (PPE) – Safety Shoes

### Work Environment

Must be able to work in all types of weather conditions and must be able to occasionally work in a loud environment.

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The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

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***EEO Clause: Pepsi-Cola Bottling Company of Central Virginia provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender, age, national origin, citizenship status, marital status, physical or mental disability, genetic information, sexual orientation, past, present, or future membership in a United States Uniformed Service.***