

The Kroger Co.
Division Position Profile



Position Title:	Order Selector/Case
Enterprise Job Code:	200169 / 200175 / 200410
Department:	Logistics
Position Reports To:	Supervisor
Position supervises:	N/A
Pay Level	N/A
FLSA Status:	Non- exempt
Profile last updated:	February 2, 2011

Position Summary:

Responsible for filling stores' orders in an accurate, productive and safe manner.

The company also requires that all employees perform all tasks in a safe manner consistent with corporate policies and state and federal laws. Role model and demonstrate the company's core values of respect, honesty, integrity, diversity, inclusion and safety of others.

Essential Job Functions:

- Select orders.
- Read order to ascertain item number and quantity of merchandise.
- Build pallets.
- Sort merchandise.
- Obtain merchandise from bins/shelves/pick slots.
- Submit order to shipping.
- Must be able to perform the essential functions of this position with or without reasonable accommodation.

Behaviors/Skills:

Some of the Behaviors needed to successfully perform this position are:

Leadership Behaviors:

- **Puts the Customer First** - Anticipates customer needs, champions for the customer, acts with customers in mind, exceeds customers' expectations, gains customers' trust and respect.
- **Communicates effectively and candidly** - Communicates clearly and directly, approachable, relates well to others, engages people and helps them understand change, provides and seeks feedback, articulates clearly, actively listens.
- **Achieves results through teamwork** – Is open to diverse ideas, works inclusively and collaboratively, holds self and others accountable, involves others to accomplish individual and team goals.
- **Leads through positive influence** – Demonstrates strong character; builds partnerships; models a conscious balance between work and personal life; takes personal responsibility for own development; role models leadership qualities such as motivation, inspiration, passion and trust.
- **Coaches and develops others** - Develops and cares about associates, builds effective teams, helps people be their best, values and manages diversity, provides candid and constructive feedback.
- **Leads change and innovation** - Challenges the status quo, embraces technology, puts forward creative ideas, champions and implements process improvements, gathers the ideas of others, demonstrates good judgment about which ideas will work.
- **Executes with excellence** - Is action oriented, drives for results, sets clear expectations and milestones, reviews progress, acts decisively, solves problems, can be counted on to consistently meet or exceed goals.
- **Provides clear and strategic direction** - Plans and organizes well, sets a clear and simple course of action, stays focused on the most important priorities, has the ability to visualize and plan for the future, understands the industry and marketplace.
- **Safety Awareness** -Identifying and correcting conditions that affect employee safety; upholding safety standards.
- **Results Oriented** – Setting high goals for personal and group accomplishment: using measurement methods to monitor progress toward goal attainment: tenaciously working to meet or exceed those goals while deriving satisfaction from the process of goal achievement and continuous improvement.

Minimum Position Qualifications:

- Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Minimum 18 years of age
- Ability and willingness to move with purpose and a strong sense of urgency.
- Ability to work weekends on a frequent basis.
- Ability to work overtime on a regular basis.
- Familiarity with distribution center terms and processes.
- Ability to meet production standards.

Desired Previous Job Experience

- High school education or general education degree (GED) plus one year experience in work or equivalent combination of education and experience.

Potential Career Path from this position:

- DC Management

Physical Demands:

Regularly do the following:

- Dynamically and statically stand up to 4 hours without a break; up to 10 hours per day.
- Walk up to 2.5 hours without a break; up to 10 hours per day.
- Use hands to finger, handle, and/or feel objects, tools, or controls.
- Twist upper torso.
- Reach up and out with hands and arms.
- Lift up to 50 pounds up to 6' and carry for a distance of 10'

Frequently do the following:

- Talk and hear.
- Stoop, kneel, crouch and/or crawl.
- Climb stairs and/or ladders.
- Lift up to 50 pounds up to 6' and carry for a distance of 10'.

Rarely required to do the following activities:

- Lift up to more than 100 pounds up to 3' for a distance of 2'.

Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Job Codes to be used:

KERMIT	0070153
	0100153
	0150233
	0890153
	0910153