



BLOCKBUSTER INC. JOB DESCRIPTION

Job Title:	Distribution Clerk	FLSA:	NonExempt
Reports To (Level):	DC manager	Job Grade:	16
Department:	On-line Subscription	Job Code:	OLS011
Division:	Corporate	Date:	03/01/2004

SUMMARY – PURPOSE OF ROLE:

Responsible for general warehouse duties including processing check-in and check-out of product from customers and vendors, exception processing, cleaning products, and other warehouse tasks as assigned.

DIMENSIONS:

No. Direct Reports: 0

No. Indirect Reports: 0

Budget Responsibility: 0

Other Non-Dollar Dimensions:

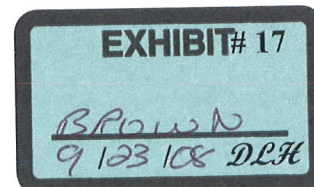
(list other quantitative dimensions, i.e., reviews 500 invoices per week, approves invoices under \$500)

ESSENTIAL RESPONSIBILITIES:

(List all areas of responsibility in order of importance to the Company. Record percentage of time for each area – total should be 100%)

1. Scan in/out product from/to customers 20 %
2. Perform cycle counts and inventory as directed 20 %
3. Process and resolve exception items (i.e. no label, wrong item) 20 %
4. Operate disk testing machine 10 %
5. Receive and transfer product to/from vendors 10 %
6. Assist as needed in sorting, picking, packing, and returning product 10 %
7. Assist in transportation of product procured locally 10 %
8. %
9. %
10. %

Ha.



COMPETENCIES:

Core Competencies are considered critical to all Blockbuster jobs. *Key Competencies* are to be designated based on job content. *Leadership Competencies* are to be designated based on job content (jobs with people responsibility, such as supervisory, lead or project management).

For each competency indicate the behavioral Level* required.

Competency	Level*	Competency	Level*
Core Competencies:		Key Competencies:	
Communication	1	Committed to Making a Difference	1
Customer Service	1	Determination & Initiative	1
Integrity/Ethics	1	Planning	1
Accountability	1	Business Acumen	1
Leadership Competencies:		Gets Business Results	1
Brings out the Best in People		Teamwork	2
Maximizing Org. Capability		Judgment & Decision-Making	1
Empowerment		Innovation & Risk	1

***Please see Competency Summary and Leveling Criteria**

Technical Knowledge/ Skills: (qualify level of skill required for this role: entry, intermediate, advanced)

- Ability to lift at least 50 pounds
- Ability to stand for long periods of time
- Entry Microsoft Office Products

General Areas of Knowledge: (qualify other important skills: entry, intermediate, advanced.)

- Entry reading and writing
- Able to sort by number and alphabet

Education / Experience:

Minimum

- High School diploma or equivalent

Ideal

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HR DEPT. USE ONLY

Approval signatures:

Line Manager / Hiring Manager: _____

2nd Level Approval: _____

Compensation: _____

HR Generalist: _____