

Night Warehouse

Position Description

I. JOB SUMMARY:

- Pick product orders by sales order and inventory item.
- Place finished order in box or shipping container, without damage or mistake.
- Use pre-printed load sheets to match picked product and load onto delivery trucks, ensuring that they are loaded securely, accurately and in the appropriate order for the delivery drivers.

II. ESSENTIAL FUNCTIONS:

- Walks for most of the shift on concrete floors or rubber mats, searching for and retrieving food products from sales orders.
- Reads sales orders to determine which products will be selected to fill the order for next day shipment.
- Bends down and stretches above head to retrieve products to fill sales orders for next day shipment.
- Uses manual dexterity and fine motor skills to retrieve some products for shipment that are much more fragile than others, and packs them accordingly after being picked.
- Must become familiar with product locations in warehouse.
- Uses pre-printed load sheets to match picked product and load onto the truck for delivery.
- Sorts picked product by destination stop.
- Loads product onto trucks by destination stop.
- Ability to work as part of a team.
- Performs work in a temperature controlled area, but also in the area of moving industrial equipment such as forklifts.
- Any other associated function required to complete the tasks assigned by the Manager.

III. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must be able to read and write English.
- Prefer high school diploma.
- Must have the ability to walk, stand, and lift products for majority of work shift.
- Considerable bending and lifting.
- Ability to lift up to 45 pounds.

IV. Work Hours:

- Monday – Thursday 4:00pm – 2:30am.
- Monday – Thursday 6:00pm – 4:30am.
- Some overtime may also be required.