

Rejuvenate

Job Description

Operations Department

Position

Customer Order Preparation, California

Reports to

Fremont California General Manager



Duties and Responsibilities

1. Reliable presence to carry out assigned duties
2. Accurate, orderly processing, picking, packing, and shipment preparation of orders
3. Inventory management, rotation, and weekly replenishment
4. Assist in weekly cycle-count and quarterly inventories
5. Proper execution of all department and company SOPs and safety procedures
6. Maintain consumer fulfillment area and inventory in a clean, organized state
7. Receives inventory and positions into stock rotation
8. Safe operation of equipment adhering to Company and OSHA requirements
9. Familiarity with current FedEx shipping procedures, policies and rate structures
10. Maintains sufficient levels of needed supplies
11. Recommend operational changes and needs
12. Maintain and support company policies and procedures
13. Team member flexibility

Job Requirements

- A. High School or equivalent diploma preferred
- B. Ability to lift 50 pounds waist high, intermittently over the course of a normal workday
- C. Good math skills
- D. Ability to pass a pre-employment physical

This job description is not intended to be all-inclusive or a complete explanation of duties. Employees are required to perform duties as assigned by their supervisor or management. Eden reserves the right to modify job duties and responsibilities as needed. Job descriptions do not constitute or imply an employment contract.

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