

Rejuvenation



Job Description	Consumer Order Fulfillment
Department	Operations – Clinton Warehouse
Reports to	Warehouse Manager

Duties and Responsibilities

1. Daily handling of assembly, packing, and shipping orders.
2. Manage inventory rotation, quality, and replenishment.
3. Assist with weekly and quarterly inventory counts.
4. Proper execution of department and company Standard Operating Procedures related to work and safety procedures.
5. Safe operation of equipment adhering to company and OSHA requirements and guidelines.
6. Report equipment for safety and maintenance needs.
7. Maintain orderly work area and inventory in a clean, safe state in accordance with Good Manufacturing Procedures, food safety requirements, and Eden policies.
8. Acquire and maintain knowledge of external shippers' procedures, policies, rates, and rules.
9. Provide external shipper reports as requested.
10. Suggest operational improvements, changes, and needs to management.
11. Maintain a knowledge of company policies and procedures.

Job Requirements

1. Experience sufficient for reliable performance of duties.
2. Ability to lift 50 pounds, waist high, intermittently during work.
3. Ability to perform standing work during shifts.
4. Suitable English language and basic math skills.
5. Pass a pre-employment physical.
6. Basic computer skills are required.

This job description is not intended to be all-inclusive or complete explanation of all duties and responsibilities. Employees are required to perform duties as may be assigned. Eden Foods reserves the right to modify job duties and responsibilities as circumstances require. This job description does not constitute a written or implied contract of employment.