

Rejuvenation

Job Description



Department: Operations
Title: Warehouseman
Reports to: General Manager Western Operations

MAJOR FOCUS

1. Customer order pulling, selecting the correct items in the correct quantity
2. Properly preparing orders for transportation
3. Receives incoming freight and places it within existing inventory
4. Housekeeping and maintenance daily/weekly
5. Inventory control
6. Customer service
7. Quality control
8. Maintain compliance with all company programs and procedures along with state and federal regulatory laws and guidelines

DUTIES AND RESPONSIBILITIES

1. Proper execution of all department SOPs and safety procedures
2. Daily processing of orders assigned
3. Correct processing of order pick-sheets, logs, and shipping documents
4. Conscientious handling of inventory to avoid damage
5. Receives inventory and positions into stock rotation
6. Assist at maintaining inventory control procedures
7. Assist with weekly cycle count, quarterly and year-end inventories
8. Maintain and document assigned housekeeping area(s)
9. Safe operation of equipment adhering to company and OSHA requirements and guidelines
10. Report equipment for safety and maintenance needs
11. Help maintain a safe, clean working environment
12. Assist with organic pest control programs
13. Use of proper lifting technique
14. Recommended operational changes and needs
15. Maintain and support all company policies and procedures

JOB REQUIREMENTS

- A. High school diploma or equivalent
- B. Computer skills

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- C. Good math skills
- D. Ability to lift 50 pounds waist high, intermittently over the course of a normal workday
- E. Ability to pass a pre-employment physical

This job description is not intended to be all-inclusive or be a complete representation of tasks required. Employees will also perform other duties as assigned by immediate supervisor and management.

Eden Foods reserves the right to modify job duties and responsibilities.

This job description does not constitute a written or implied contract of employment.

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