



Warehouse Worker Job Description

Responsibilities: To succeed in this position you will -

1. Pack CSAs and store orders according to packing slips.
2. Double check orders for accuracy.
3. Check produce quality as you pack it and report quality issues.
4. Mark up the packing slips correctly.
5. Keep the warehouse clean and orderly.
6. Follow food safety procedures.
7. Ask questions and report problems to supervisors.
8. Find ways to be helpful when no specific instructions have been given.

Job Outcomes: When you succeed in this position you will know it because-

1. CSAs will be packed accurately by 12pm each day.
2. Store orders are packed accurately by 5pm each day.
3. No complaints of missing or low quality items from CSA member or store customers.
4. All packing slips are marked correctly.
5. The warehouse is clean and orderly at the end of packing.
6. All products are kept clean and free from contamination and germs.
7. All products and pallets are labeled properly.
8. Supervisors feel respected and trust in you.

Expectations: To fit in at Clarion River Organics you will -

1. Arrive at work early enough to begin working at 9 am.
2. Stay until 5pm or until the work for the day is complete, whichever is earlier.
3. Give plenty of notice for days you have to miss or leave early, and find a replacement.
4. Be able to work on your feet up to 8 hours a day with lots of lifting and pushing of heavy product.
5. Work quickly while maintaining accuracy.
6. Find things to do while waiting for assignments.
7. Understand and follow food safety procedures.
8. Understand how to read the packing slips and box labels and how to mark up the slips.
9. Understand which boxes to use and how to stack them.
10. Speak openly and in a respectful and friendly way to supervisors, coworkers and visitors.

Compensation: In return for your good work you will receive -

1. \$10 hr to start, \$11/hr after 500 hours.
2. \$500 bonus if you stay until the end of the year (as needed).
3. Profit based end of year bonus.
4. Up to \$150/month medical insurance reimbursement with proof of insurance expense.

Hours: Your expected availability to work each week -

1. 30-40 hours per week with occasional overtime
2. Shifts may be between 6 and 10 hours
3. Shifts may include 8am-5pm and/or 1pm-9pm.
4. Position is seasonal, from June to November. A reduced hours position will be available from December to May and additional winter opportunities will be available to a proactive worker.