Warehouse Associate
JOB DESCRIPTION

JOB TITLE: Warehouse Associate
DEPARTMENT: Manufacturing
REPORTS TO: Warehouse Supervisor

SUMMARY: Responsible for supporting warehouse operations and production through transferring, storing, rotating, picking and other tasks needed

DUTIES AND RESPONSIBILITIES:

- Assist with the receiving and distribution of goods and transferring supplies from department to department
- Properly stores and labels all materials, cookies and finished products
- Replenishes, restocks and rotates all raw ingredients, packing material and factory supplies to ensure that all merchandise will be used before expiration date (FIFO)
- Notify Purchasing Specialist(s)/ Production Manager when product nears the expiration date
- Properly records and disposes rejected ingredients, materials, trash and chemicals
- Operates forklift, hand truck/warehouse carts, pallet jack and other warehouse equipment in a professional and safe manner
- Responsible for the maintenance of the interior and exterior of the warehouse(s)
- Responsible for keeping both warehouses clean and organized to company standards
- Provide assistance to the Bakery and Packing Departments when needed
- Observe and abide by all company policies and safety regulations
- Assists in inventory management
- Perform other duties as assigned including housekeep of common areas and restroom, packing moving and setting up of furniture, cabinets, equipment, etc.
- Respects and supports Supervisors and Managers

EDUCATION/EXPERIENCE:

- High school diploma or equivalent
- Previous warehouse experience preferred
- Forklift Certification preferred

REQUIREMENTS/SKILLS:

- Able to understand and follow oral or written work instructions
- Good communication skills
- Able to work with fellow coworkers in a professional manner

PHYSICAL DEMANDS:

- Able to sit or stand and walk throughout the scheduled work shift
- Able to lift and/or move up to 60 lbs. on a continuous basis throughout the work day