

**Job Title: Shipping & Receiving Associate**  
**Status: Non-Exempt, hourly**  
**Reports to: Warehouse Coordinator and/or Assistant Warehouse Coordinator**



### **JOB SUMMARY**

Assembles, stacks and verifies shipments according to written orders; ensures accuracy of orders against shipments; palletizes, wraps, and loads orders into trucks; and, unloads and places in-coming shipment materials into proper locations and retrieves same as instructed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed.

- Identifies and moves proper materials to be placed into production area for filling, labeling and packaging of products.
- Lifts, carries and counts cases to fill orders.
- Organizes and palletizes cases efficiently and moves materials with pallet jacks or forklift.
- Operates pallet wrapper, pallet jacks and forklift in a proper, thorough, safe and efficient manner.
- Loads and unloads truck shipments in a safe and efficient manner, including occasionally working in a confined space.
- Maintains work area in a clean, uncluttered and safe manner.
- May, on occasion, use company vehicle to transport supplies and materials to and from other warehouse or other locations as instructed.

### **INTERACTION**

This position will interact closely with co-workers, the Warehouse Coordinator and Assistant Warehouse Coordinator, freight drivers and production workers.

### **SUPERVISORY RESPONSIBILITIES**

None

### **EDUCATION/YEARS EXPERIENCE**

• Minimum: No specific prior experience required. Ability to read, write and verbally communicate with supervisors and co-workers; perform repetitious motion and activities for extended periods of work including lifting, standing, walking, pulling/pushing and carrying; and, the demonstrated ability to learn and follow verbal instructions and attention to detail and safe work practices.

• Preferred: Ability to read, write and verbally communicate English at the 8<sup>th</sup> grade level and prior experience in a manufacturing setting involving shipping and receiving work of the type and nature of duties described herein.

Any combination of educational and work experience that would be equivalent to the stated minimum requirements would qualify for consideration of this position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability and skill at using good hand-eye coordination.
- Ability to stand and walk for prolonged periods of time performing repetitive motion work.
- Ability to count boxes and other container products accurately and consistently.
- Work with spirit of enthusiasm, teamwork, cooperation and a sense of urgency.
- Maintain a high degree of confidentiality over all matters in the course of business operations including customer information.
- Ability to perform differing task at the same time in an efficient, thorough, and sequenced manner; to work quickly, accurately and independently; to anticipate needs and solve problems; and, to communicate verbally and in writing, preferably with proficiency in English.

## **TOOLS AND EQUIPMENT USED**

Pallet jacks, pallet wrapper machine, forklift and other tools, equipment and machines as instructed or required as part of the job.

## **LICENSES/CERTIFICATIONS**

Must have reliable transportation to and from work location. For those required to drive as a function and condition of their employment, incumbents must possess and maintain a valid California driver's license including proof of personal vehicle insurance coverage and insurability under the Company's insurance carrier standards.

Pallet jack and forklift certification(s) required. Those not possessing these certifications at the time of hire must obtain such certifications within 3 months of employment.

## **PHYSICAL, MENTAL & ENVIRONMENTAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Must be in good physical condition in order to perform repetitive work through the use of arms, hands and legs to stand, walk, climb, bend, kneel, lift, push/pull, carry, and operate pallet jacks, forklift and wrapping machine frequently or as assigned, and abate safety hazards within the workplace.
- Perform work in a varying temperature interior and exterior plant environment with minimal heating and air conditioning, including the presence of periodic dust and other non-toxic airborne contaminants and, as required or appropriate to the work, wear safety shoes (steel toe), a dust mask, safety glasses and/or gloves.
- Frequently or as assigned, lifts, balances, carries, stacks, and pushes/pulls objects weighing from 10-50 pounds, and reaches above and below shoulder height.
- Performs work assignments requiring good memory and concentration.
- Must be able to hear, see including peripheral vision and distinction of colors, read and communicate verbally and in writing frequently with a wide range of people from divergent backgrounds and origins.
- Must be able to work effectively in an environment with a moderate-to-high noise level.

By signing below I acknowledge that I have read, understand, agree and received a copy of the foregoing Job Description. I further understand that my employment with Dr. Bronner's Magic Soaps is "at will" as defined in the Company's Employee Handbook.

Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_