



Day/ Night Selector Job Description

Division/Department: Operations

Reports to: Warehouse Manager

Level/Grade:

Type of position:

Full-time Contractor
 Part-time Intern

Exempt
 Nonexempt

General Description:

Responsible for accurate order filling, restocking product and loading of trucks, proper rotation and warehouse condition. Essential duties and responsibilities include the following:

- Fills orders correctly and completes pick tickets
- Maintains proper rotation in coolers
- Reports questionable product quality to Supervisor
- Load trucks in a safe and timely manner
- Maintain the warehouse in a clean and safe manner
- Follows strict adherence to GMP's, HACCP and food safety policies and procedures.
- Treat and maintain company assets with sense of ownership
- Participate in maintenance of equipment and facility

Work experience/Qualification requirements:

Ability to work in a cold environment with temperatures ranging from 34 – 50 degrees Fahrenheit.

- Able to lift up to 50# to shoulder height and above
- Current forklift certificate
- Ability to take direction and work as a team
- Offers contingent upon the passing of a fitness evaluation, and physical/drug screen
- "Shift" flexibility

Education Requirements:

- Must be at least 18 years of age.
- High school diploma or GED.

Employee Name:

Employee Signature:

Date of Hire:

Date Signed:

Dept. Manager Name:

Dept. Manager Signature: