



WAREHOUSE/ORDER FILL SPECIALIST

Job Description

Last updated 02/26/2016

STATUS: Full-Time Regular (180-Day Probationary Period)

HOURLY WAGE RANGE: \$12.00

SHIFT: 5 Day Week/4 Night Week

REPORTS TO: Night Warehouse Shift Supervisor and Warehouse Manager

DEPARTMENT: Warehouse

SALARY: Hourly + Commission

START DATE: 05-18-2016

JOB SUMMARY: A Warehouse Order Fill Specialist is expected to conduct themselves in a manner consistent with Company standards. This includes being courteous, cheerful, and helpful at all times to customers and fellow Fun Beverage, Inc. employees. Warehouse Order Fill Specialists are responsible for receiving, shipping, storing, loading, unloading, and distributing products within the warehouse by performing the following duties during the Day or Night shifts:

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Understands and knows how to read product code dates, rotation Loads and stocks product in adherence with first in-first out.
2. Safely operates forklift, electric pallet-jack, pallet-jacks and hand trucks to assist in loading or moving materials.
3. Capable of performing inventories as required by the Warehouse Manager.
4. May be required to use computer to enter records.
5. Must be capable of performing other duties as assigned by the Warehouse Manager.

NIGHT SHIFT:

6. Loads and unloads materials onto or from trucks by hand, forklift, or pallet jack.
7. Loads in accordance with Company procedures and within load standards of 150 cases per hour for Beer & N/A and 25 cases per hour for Wine.
8. Loads materials into trucks and installs wrapping, bracing, or padding to prevent shifting or damage in transit.
9. Reads work order, invoice, load sheet or follows oral instructions to ascertain materials, product to be loaded on trucks.
10. Counts and verifies the accuracy of product picked and loaded on trucks. Signs load sheets and bulk sheets verifying completion and accuracy.
11. Attaches identifying tags or labels to pallets and trucks to convey load destination and loader ID.

12. Maintains appropriate dress and personal appearance standards.
13. Must know, understand and comply with all company policies and procedures and is knowledgeable of and complies with Montana laws regulating the sale and distribution of beer and wine.
14. Is expected to communicate daily with Night Shift Supervisor, the Warehouse Manager, and other employees to build a team concept and promote positive working relations.
15. Performs other duties as may be assigned by the Warehouse Manager.

NECESSARY SKILLS AND EXPERIENCE:

1. Must pass a Pre-Employment Drug Test.
2. Must be self motivated with the ability to work with minimal supervision.
3. Must be able to work well in a team environments and have good communication skills.

I hereby acknowledge that I have read and understand the *Warehouse Order Fill Specialist Job Description* written above. I understand that the policies, procedures and statements described herein may be modified by the Company at any time. If I am unable to meet the Company's standards of job performance or conduct as noted above, I understand that I may be subject to warnings and disciplinary actions up to and including discharge from employment.

EMPLOYEE'S SIGNATURE

DATE

FOR OFFICE USE ONLY:

This document was given to and discussed with _____ (*employee name*) by supervisor, _____ (*supervisor name*), on _____, 2016.