

Warehouse Associate

Reports to: Warehouse Manager

Summary:

The Warehouse Associate is responsible for assisting with the daily operations of the warehouse, ensuring that goods and products are properly received, stored, organized, and prepared for distribution. This role involves a variety of tasks including inventory management, picking and packing orders, and maintaining a clean, safe, and organized warehouse environment. The Warehouse Associate will also support the delivery and restocking of materials to various locations and will work in compliance with safety regulations and company policies. As well as providing quality customer service to both internal and external customers.

Duties & Responsibilities:

- Assist with receiving, inspecting, and storing incoming goods and products.
- Organize and maintain inventory by shelving, labeling, and rotating stock as needed.
- Prepare orders for delivery by picking and packing products in accordance with customer specifications.
- Assist with loading and unloading delivery trucks.
- Perform regular stock checks and assist with inventory management.
- Maintain cleanliness and organization within the warehouse, including cleaning shelves, floors, and equipment.
- Ensure that all warehouse equipment is properly maintained and stored.
- Follow company policies and safety guidelines when handling and storing products.
- Assist with the preparation of products for distribution, including labeling, packing, and organizing materials.
- Support warehouse staff with other tasks as needed, including shipping and receiving duties.

- Assist with the unloading and restocking of food and supplies for various sites and locations.
- Communicate any inventory or supply issues with the Warehouse Manager.
- Maintain accurate records of stock levels and materials used.
- Additional duties as requested, not limited to the aforementioned duties.

Education & Training:

- High school diploma or equivalent required.

Skills & Abilities

Physical Requirements:

- Heavy work – lifting and/or carrying objects up to 50 pounds with frequent lifting or carrying of objects weighing up to 50 pounds.
- Ability to bend, stoop, grasp, and reach.
- Work in areas with temperature variations and extreme conditions.
- Ability to meet the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant stooping, kneeling, crouching, and/or crawling.

Required Skill Set:

- Teamwork Skills
- Basic mathematical skills
- Organizational and time management skills
- Ability to follow directions and work independently
- Communication skills (verbal and written)
- Attention to detail and accuracy

- Professionalism and integrity

Key Competencies:

- Stamina and physical endurance
- Punctuality and reliability
- Ability to prioritize and multitask effectively
- Attention to detail and accuracy in inventory management
- Safe operation of warehouse equipment and tools
- Adherence to safety and health standards

Job Type: Part-time (4 – 6 hours)

Pay: \$17.00 - \$18.00 per hour

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Monday to Friday
- Morning shift

Work Location: In person