

POSITION TITLE:	Warehouse and Inventory Assistant	Date Reviewed:	10/3/19
REPORTS TO:	Warehouse Manager	Date Approved:	10/3/19
DEPARTMENT:	Operations	Revision #:	1
TYPE OF POSTION:	Full-Time		
LOCATION OFFICED:	Valley City		

POSITION DESCRIPTION:

This position will support the Warehouse Manager by shipping and receiving product/packaging, filling out appropriate paperwork for all incoming and outgoing shipments. This position will also help fulfill orders placed on HFI Marketplace.

RESPONSIBILITIES AND DUTIES:

- Work following all company policies and GMPs
- Understanding and execution of food safety and HACCP practices and protocols
- Perform physical inventory as requested
- Assuring all product is in good sound condition for storage and shipping
- Stage product for loading
- Operate forklift and slip sheet machine
- Load/unload Dry Van and Export trucks
- Organize warehouse space efficiently
- Maintain warehouse cleanliness
- Locate and eliminate damaged product
- Ensure packaging materials are organized and in good condition for use

QUALIFICATIONS:

- Excellent organizational skills, written and verbal communication skills
- Ability to follow detailed instructions
- Team orientated
- Forklift experience
- Well organized with attention to detail
- Ability to make decisions
- Valid driver’s license and reliable transportation
- Must be able to pass drug screen and background check
- Lift and/or carry 50 lbs
- Constantly stand, bend and twist for 10-hour shift
- Constantly push and/or pull
- Continuously use fine dexterity and/or forceful grasping
- Occasionally crawl, kneel and/or squat

BACK UP: Warehouse Manager

Name:		Date:	
Signature:			
Manager Name:		Date:	
Signature:			