



TITLE: Warehouse Operator

REPORT TO: Warehouse Manager

LOCATION: North Kingstown, Rhode Island

SHIFT: 1st Shift (with flexibility to move to other shifts)

RESPONSIBILITIES AND DUTIES:

- Load and unload palletized cargo to and from off-site warehouse or suppliers
- Organize pallets onto rack system in warehouse using FIFO method
- Supply/stage raw materials for shift consumption based on self-generated shift prep reports
- Document receipt and shipment of goods utilizing production computer SAP software
- Prepare (palletize/wrap/tag) all outgoing loads of finished product
- Maintain all warehouse facilities and equipment / outside dock areas
- Responsible for warehouse organization, cleanliness, and sanitation
- Demonstrate company safety, quality and production procedures
- Cycle count warehouse inventory as requested
- Production assistance as requested
- Within 30 days be developing and executing inbound and outbound transfer documentation
- Ability to pass the fork lift test and receive license within 30 days on the job

QUALIFICATIONS:

Required:

- Minimum 1-3 years of warehouse with double reach truck experience required
- Prior experience driving electric fork truck, manual and electric pallet moving equipment
- Minimum of 1 year experience using a production computer software. SAP preferred.
- Knowledge with Warehouse Management Systems (WMS)
- Radio Frequency Scanning Equipment
- Must have exceptional safety record
- Ability to learn and follow Good Manufacturing Procedures (GMP's) as directed
- Experience with daily logbook documentation of warehouse equipment maintenance and safety
- Ability to move product in/out of facility with minimal damages / loss of materials
- Ability to frequently lift and carry 50 lbs. for short distances
- Operational fluency of written and spoken English
- Must be 18 years or older and possess valid Motor Vehicle Operator License
- Self-starter - highly motivated, performance driven attitude, able to demonstrate a keen sense of planning and completion of tasks with urgency at all times
- Able to effectively communicate with drivers and 3rd party warehouse in a professional and timely manner
- Able to plan traffic management of back area based on knowledge of daily operations

12/22/2016



- Fully responsible for safety and security of the warehouse entry and exits
- Proven positive attendance record

Preferred:

- Prior experience working in a food manufacturing facility
- Experience with Good Manufacturing Practices (GMPs)
- Prior participation in safety teams / have had certified safety training
- High school diploma, GED equivalent, or trade school certificate
- Flexible in personal working schedule to accommodate changes in production plan or changes in shipping receiving appointments

WORKING CONDITIONS:

- General warehouse medium to large scale food manufacturing facility
- Will work in and out of the facility in all weather conditions

The requirements described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.