



<b>Position:</b>	<b>Night Warehouse Associate 1</b>	<b>Department:</b>	<b>Operations</b>
<b>Classification:</b>	<b>Hourly/Non-Exempt</b>	<b>Reports To:</b>	<b>Warehouse Supervisor</b>
<b>Date Created:</b>	<b>5/11/12</b>	<b>Last Revised:</b>	<b>1/3/2021</b>

### **Night Warehouse Associate Series:**

The Night Warehouse Associate 1 is the first in a series of 6 levels that an employee can grow through in the Night Warehouse Associate title. Employees in this series must select product at least 75% of the time they are working. Employees will receive greater compensation as they progress through the series. Progression is based on reaching and maintaining minimum productivity and accuracy levels during a measurement period. The minimum standards expected of the Night Warehouse Associate 1 are listed below;

- Cases per Hour: 110
- Accuracy Rate: 1 error permitted for every 4,000 cases selected

### **Job Overview:**

A Night Warehouse Associate, under the direction of the Warehouse Supervisor, is responsible for picking orders from the dry, cooler, and freezer sections of the warehouse. A Night Warehouse Associate uses an automated pick system to assist them with picking orders and must consistently check their picked orders for accuracy. A Night Warehouse Associate is also responsible for replenishing product in the appropriate pick slots along with preparing and loading pallets on trailers. A Night Warehouse Associate must adhere to warehouse safety and food safety regulations at all times. A Night Warehouse Associate will also complete general warehouse and housekeeping tasks as necessary or required.

### **Essential Functions:**

1. Uses an automated pick system to pick orders from the dry, cooler, and freezer sections of the warehouse.
2. Replenishes product in the appropriate pick slots.
3. Builds and wraps pallets in a manner that allows for safe transport of the product.
4. Loads pallets of product onto trucks using warehouse rolling stock.
5. Accurately handles product to maintain warehouse management system data integrity.
6. Safely handles product in compliance with documented Food Safety/HACCP standard operating procedures.
7. Complies with company safety rules at all times.
8. Minimizes product damage and waste to maximize product quality control.
9. Maintains a safe, organized and clean workplace throughout every scheduled shift.
10. Practices a "Clean As You Go" approach to their work by working cleanly to maintain an inspection-ready facility at all times.

11. Sorts pallets, bins, trash, cardboard and plastic into appropriate locations.
12. Follows directions set by Warehouse Supervisor.

**Additional Responsibilities:**

1. Cross-trained to support all functions of the position.
2. Other duties as assigned.

**Knowledge, Skills, and Abilities:**

1. Ability to use sound judgment and maturity when dealing with unexpected issues.
2. Ability to perform multiple tasks in a fast-paced, team-driven work environment
3. Ability to follow written and verbal instructions.
4. Ability to understand documented best practices and operate according to the same.
5. Ability to perform all job functions in various temperatures, including subzero temperatures.
6. Ability to attain established productivity standards for each function.
7. Ability to observe all safety, product handling and security guidelines and participate in the daily stretching program.
8. Ability to lift/move 80 pounds of product.
9. Ability to satisfactorily complete ongoing training requirements.
10. Basic computer knowledge highly desirable.
11. Possesses a customer service, team-oriented attitude.
12. Good organizational abilities, follow-up skills, and attention to details both in their work and when communicating with the team.
13. Strong English language aptitude, including the ability to communicate effectively verbally and in writing.
14. Ability to multi-task.
15. Punctual and dependable.
16. Courteous and tactful.

**Education/Experience (Preferred Minimum Qualifications):**

1. High School Diploma/GED

**Licenses/Certifications/Special Requirements:**

1. OSHA Forklift Certification required or must be able to obtain
2. Must be able to pass a pre-employment drug screen
3. Subject to random and reasonable suspicion drug testing
4. Subject to a pre-employment background check

## Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
<b>Sit:</b>	<i>Limited</i>
<b>Stand:</b>	<i>Continuously</i>
<b>Walk:</b>	<i>Frequently</i>
<i>Intermittent Activity</i>	
<b>Bend:</b>	<i>Repeatedly</i>
<b>Kneel/Squat: maybe limited</b>	<i>Frequently</i>
<b>Climb Stairs:</b>	<i>Limited</i>
<b>Crawling:</b>	<i>Limited</i>
<b>Overhead Reach:</b>	<i>Frequently</i>
<b>Typing/Keyboard</b>	<i>Limited</i>
<b>Vehicle Operation:</b>	<i>Continuously</i>
<b>PPE/Special Clothing: (boots, gloves, etc)</b>	<i>Continuously</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
<b>Grasp:</b>	<i>Continuously</i>
<b>Push/Pull:</b>	<i>Continuously</i>
<b>Fine Manipulation:</b>	<i>Continuously</i>
<i>Material Handling lbs.</i>	
<b>Lift:</b>	<i>0 - 80      Continuously</i>
<b>Carry:</b>	<i>0 - 80      Continuously</i>
<b>Push:</b>	<i>0 - 80      Continuously</i>
<b>Pull:</b>	<i>0 - 80      Continuously</i>
<i>Miscellaneous</i>	
<b>Exposure to Heights:</b>	<i>Repeatedly</i>
<b>Exposure to Packaged Chemicals*:</b>	<i>Repeatedly</i>
<b>Exposure to Temperature Contrasts:</b>	<i>Continuously</i>

\*SDS available for all chemicals handled.