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|------------------------|-----------------------------------|----------------------|-----------------------------|
| Position: | Night Warehouse Generalist | Department: | Night Warehouse |
| Classification: | Hourly/Non-Exempt | Reports To: | Warehouse Supervisor |
| Date Created: | 07.06.2022 | Last Revised: | 1.16.2024 |

Job Overview:

The Night Warehouse Generalist, under the direction of the Warehouse Manager and Supervisor(s), is responsible for performing a variety of job functions that support the operations of the Night Warehouse team, including but not limited to replenishing pick slots, loading trailers, backup yard jockey, seafood processing and mentoring new team members. The Night Warehouse Generalist must adhere to company safety measures at all times.

Essential Functions:

1. Replenishes product in the appropriate pick slots.
2. Builds and wraps pallets in a manner that allows for safe transport of the product.
3. Loads pallets of product onto trucks using warehouse rolling stock.
4. Seafood processing and picking responsibilities.
5. Performs the functions of the Office Clerk as needed.
6. Assists with training/mentoring of new team members.
7. Supports the Yard Jockey role when business demands necessitate.
8. Accurately handles product to maintain warehouse management system data integrity.
9. Minimizes product damage and waste to maximize product quality control.
10. Sorts pallets, bins, trash, cardboard and plastic into appropriate locations.
11. Safely handles product in compliance with documented Food Safety/HACCP standard operating procedures.
12. Complies with company safety rules at all times.
13. Maintains a safe, organized, and clean workplace throughout every scheduled shift.
14. Practices a "Clean As You Go" approach to their work by working cleanly to maintain an inspection-ready facility at all times.

Additional Responsibilities:

1. Performs the functions of a Night Warehouse Associate, using the established pick system to select orders from all warehouse zones.
2. Supports the functions of the Dock Clerk and Receiving Clerk when necessary.
3. Cross-trained to support all functions of the position.
4. Performs special projects and other related duties as necessary or directed.
5. Other duties as assigned by the Warehouse Supervisor or other company leadership.

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. Ability to effectively use warehouse computer technology.
11. Ability to safely operate various pieces of warehouse rolling stock.
12. Possesses a customer service, team-oriented attitude.
13. Good organizational abilities, follow-up skills, and attention to details both in their work and when communicating with the team.
14. Strong English language aptitude, including the ability to communicate effectively verbally and in writing.
15. Punctual and dependable.
16. Courteous and tactful.

Education/Experience (Preferred Minimum Qualifications):

1. Possession of a 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> | |
| Sit: | <i>Limited</i> |
| Stand: | <i>Continuously</i> |
| Walk: | <i>Frequently</i> |
| <i>Intermittent Activity</i> | |
| Bend: | <i>Repeatedly</i> |
| Kneel/Squat: maybe limited | <i>Frequently</i> |
| Climb Stairs: | <i>Limited</i> |
| Crawling: | <i>Limited</i> |
| Overhead Reach: | <i>Frequently</i> |
| Typing/Keyboard | <i>Limited</i> |
| Vehicle Operation: | <i>Continuously</i> |
| PPE/Special Clothing: (boots, gloves, etc) | <i>Continuously</i> |

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

*SDS available for all chemicals handled.