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| Position: | Night Warehouse Clerk | Department: | Operations |
| Classification: | Hourly/Non-Exempt | Reports To: | Warehouse Supervisor - Nights |
| Date Created: | 9/1/13 | Last Revised: | 10/7/21 |

Job Overview:

The Night Warehouse Clerk, under the direction of the Night Warehouse Supervisor(s), is responsible for performing a wide variety of functions to support all facets of night warehouse operations, including computer-based tasks, general clerical functions, billing-related activities, trailer audits and some warehouse floor support.

Essential Functions:

1. Using computer software (Retalix); assists in the setup of pickers, managing outs, research problems, and other operational computer duties as needed.
2. Accurately executes documented best practices for maintaining data integrity of the Retalix software and data entry spreadsheets.
3. Prints, separates, and organizes customer invoices.
4. Prepares and organizes paperwork for driver clipboards to enable efficient daily product delivery.
5. Follows documented Food Safety/HACCP procedures to ensure accurate completion of seafood delivery paperwork.
6. Completes billing for all orders with the ability to make necessary adjustments and report discrepancies.
7. Supports the VoCollect headsets and associated software.
8. Backs up all necessary information for the main computer system.
9. Performs end-of-day data processing operations.
10. Creates and stocks operational forms.
11. Regularly updates, stores, and prints necessary reports.
12. Supports the periodic auditing of trailer loads.
13. Responsible for maintaining a clean work environment.

Additional Responsibilities:

1. When necessary, performs the truck mapping process.
2. Performs other duties as required or assigned.
3. Receives (physically and systematically), picks and ships Fresh Seafood
4. Maintain and update daily Shellfish Log in accordance with HACCP plan

Knowledge, Skills, and Abilities:

1. Proficient in the use of Microsoft Office products, including Excel, Word, Outlook, and in the use of Internet Explorer.
2. Ability to learn and effectively use company-specific computer systems (i.e. Retalix) required to maintain company data integrity.

3. Ability to use a keyboard to efficiently and accurately enter company data/information into various computer systems.
4. Strong English language aptitude, including the ability to communicate effectively verbally and in writing.
5. Strong communication skills, including the ability to understand the needs and responsibilities of others, and factor such into the timely communication of work issues to others that have a need to know.
6. Ability to work independently with minimal supervision.
7. Ability to multi-task.
8. Ability to establish and maintain effective business relationships.
9. Ability to analyze data sets, identify discrepancies, and make corrections as necessary.
10. Ability to perform complex mathematical calculations.
11. Organized.
12. Punctual and dependable.
13. Courteous and tactful.

Education/Experience (Preferred Minimum Qualifications):

1. Possession of a high school diploma or Graduation Equivalency Degree (GED).

AND

2. At least two years of computer experience in an office setting.

Licenses/Certifications/Special Requirements:

1. Must take and pass a pre-employment drug test.
2. Subject to random and reasonable suspicion drug testing.
3. Subject to a pre-employment background check.
4. Must be able to work overnight shift in an office environment.
5. Must wear approved, steel-toe, slip resistant, work boots.

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>Continuously</i> |
| Stand: | <i>Occasionally</i> |
| Walk: | <i>Occasionally</i> |
| <i>Intermittent Activity</i> | |
| Bend: | <i>Occasionally</i> |
| Kneel/Squat: | <i>Occasionally</i> |
| Climb Stairs: | <i>Limited</i> |
| Crawling: | <i>Limited</i> |
| Overhead Reach: | <i>Limited</i> |
| Typing/Keyboard | <i>Continuously</i> |

| Activity | Duration |
|---------------------------------------|----------------------------|
| <i>Repetitive Use of Hands/Wrists</i> | |
| Grasp: | <i>Frequently</i> |
| Push/Pull: | <i>Occasionally</i> |
| Fine Manipulation: | <i>Continuously</i> |
| <i>Material Handling lbs.</i> | |
| Lift: | <i>0 – 80 lbs. Limited</i> |
| Carry: | <i>0 – 80 lbs. Limited</i> |
| Push: | <i>0 – 80 lbs. Limited</i> |
| Pull: | <i>0 – 80 lbs. Limited</i> |
| <i>Miscellaneous</i> | |
| Exposure to Heights: | <i>Limited</i> |

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| Vehicle Operation: | <i>Occasionally</i> |
| PPE/Special Clothing: | <i>Continuously</i> |

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| Exposure to Packaged Chemicals: | <i>Limited</i> |
| Exposure to Temperature Contrasts: | <i>Occasionally</i> |