



<b>Position:</b>	<b>Warehouse Associate - Day</b>	<b>Department:</b>	<b>Day Warehouse</b>
<b>Classification:</b>	<b>Non-Exempt/Hourly</b>	<b>Reports To:</b>	<b>Warehouse Supervisor - Day</b>
<b>Date Created:</b>	<b>5/11/2012</b>	<b>Last Revised:</b>	<b>12/22/2023</b>

### **Job Overview:**

The Warehouse Associate – Day Shift position, under the supervision of the Warehouse Supervisor, is responsible for performing any and all warehousing functions including, but not limited to the following: receiving, unloading, sorting, replenishing, dock clerk, receiving clerk, pulling and loading freight, picking orders, replenishment of product, loading pallets, building and wrapping pallets, and Will Call support. Specific areas of specialty may also apply. Warehouse Associates will also complete general warehouse and housekeeping tasks as necessary or required.

### **Essential Functions:**

1. Receives, unloads, sorts, replenishes, pulls and loads freight.
2. Accurately handles freight to maintain warehouse management system data integrity.
3. Safely handles product in compliance with Ginsberg's Foods Food Safety Program.
4. Minimizes freight damage and waste to maximize product quality control.
5. Maintains a safe, organized and clean workplace throughout every scheduled shift.
6. Complies with company, warehouse and food safety rules at all times.
7. Practices a "Clean As You Go" approach to their work by working cleanly to maintain an inspection-ready facility at all times.
8. Sorts pallets, bins, trash, cardboard and plastic into appropriate locations.

### **Additional Responsibilities:**

1. Supports the functions of the Dock Clerk and Receiving Clerk when necessary.
2. Supports the picking and product loading functions for Will Call customers.
3. Cross-trained to support all functions of the position.
4. Uses an automated voice pick system to pick orders from the Dry, Cooler and Freezer sections of the warehouse.
5. Replenishes product in the appropriate pick slots.
6. Loads pallets of product onto trucks using warehouse rolling stock.
7. Builds and wraps pallets in a manner that allows for safe transport of the product.
8. 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. 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. Punctual and dependable.
15. 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>	
<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</i>	
	<i>lbs.</i>
<b>Lift:</b>	<i>0 - 80</i>
<b>Carry:</b>	<i>0 - 80</i>
<b>Push:</b>	<i>0 - 80</i>
<b>Pull:</b>	<i>0 - 80</i>
<i>Miscellaneous</i>	
<b>Exposure to Heights:</b>	<i>Frequently</i>
<b>Exposure to Packaged Chemicals*:</b>	<i>Frequently</i>
<b>Exposure to Temperature Contrasts:</b>	<i>Continuously</i>

\*SDS available for all chemicals handled.

**Employee Acknowledgment of Job Description Limitations**

I understand that this Job Description is not a contract between me,  
\_\_\_\_\_ (full name) and Ginsberg's Foods.

I am aware that nothing in this Job Description restricts Ginsberg's Foods right to assign and/or reassign duties and responsibilities at any time.

I further understand that business needs may, on occasion, make overtime work, rotational schedules, and weekend work necessary. I agree to accept these terms as a condition of my employment.

I acknowledge that I am free to resign from employment at any time for any reason. Ginsberg's Foods similarly retains the right to terminate my employment at will.

I hereby acknowledge that I have received a copy of this Job Description, have read it, and agree that it accurately describes the duties of the position, and I further acknowledge that I understand its contents.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Full Employee Name (Please Print)**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Full Supervisor Name (Please Print)**