

Job Description and Specification

POSITION TITLE: ORDER SELECTOR
DEPARTMENT: WAREHOUSE
REPORTS TO: DIRECTOR OF WAREHOUSE

STARTING PAY RATE: \$17.07 per hour

GENERAL SUMMARY

Operate pallet jack to fill grocery orders.

ESSENTIAL JOB FUNCTIONS

1. Operate pallet jacks in a safe and efficient manner.
2. Pick cases of groceries to fill customers orders
3. Build pallets containing ordered groceries
4. Work in the dry, cooler and freezers portion of the warehouse.
5. Insure the correct product is selected for the customer
6. Insure the pallets are correctly labeled for shipment.
7. Performs other related duties as assigned by management.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of warehouse procedures.
2. Knowledge of stock rotation procedures.
3. Ability to read and write in English.
4. Ability to pay attention to detail and coordinate various activities simultaneously.
5. Ability to communicate with supervisors, co-workers in a courteous and professional manner.
6. Ability to work with minimal supervision.

EDUCATION AND EXPERIENCE:

High school graduate or equivalent and excellent math skills.