

Job Description and Specification

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

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.

PHYSICAL REQUIREMENTS:

0-24%    25-49%    50-74%    75-100%

Seeing: Must be able to read and understand pick sheets				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking/Mobility Must be able to stand for long periods, to walk; mobility between warehouse and office to contact supervisors and co-workers when needed				X
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing: Lift 80lbs on occasions			X	
Fingering/Grasping/Feeling: Must be able to write and operate machinery			X	

Note: The statements herein are intended to describe the general nature and level of work performed by employees assigned. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills require of personnel assigned.