



Monument Farms Inc.

Job Description

Job Title: Order Picking / Truck Loading

Job Purpose

This position is for a motivated and organized person to be a member of a team which facilitates the flow of products in and out of the warehouse coolers, including receiving/checking in deliveries, putting away stock, and building customer pre-orders, and loading delivery trucks. He/she will also be responsible for keeping products (both purchased and manufactured) rotated and organized, as well as keeping the receiving dock and cooler clean, and keeping the office sales coolers stocked.

Duties and Responsibilities

The person in this position will be expected to carry out the following:

- Receive/check in orders from vendors, rotate and stock received products in both main cooler and freezer.
- Assemble pre-orders and assist loading for outside distributors.
- Assemble pre-orders for delivery routes.
- Load delivery truck(s) as necessary.
- Keep the office store sales cooler filled/assist with orders placed from the office.
- Maintain a clean and ORGANIZED work environment.
- Keep loading/receiving dock clean. This includes taking out trash/cardboard/recycling, sweeping/scrubbing floors, keeping drains clean and clear
- Dispose of product returns
- Miscellaneous maintenance as needed

Qualifications

- General understanding of product rotation and relevance of code dates to perishable products
- Inventory management experience is preferred, but not required
- Basic computer skills
- Forklift experience preferred, but will train if necessary
- Professional and friendly personality, willingness to take on new tasks
- Ability to stay on task - both individually, and when working with a team

Physical Requirements

Lift at least 40 pounds and maneuver a loaded handcart and/or pallet jack.

Working Conditions

Most tasks will be carried out in the cooler and on the loading dock. Cooler temperature is maintained below 40 degrees Fahrenheit. Environment is subject to wet floors, slippery surfaces, and cold temperature down to -20 degrees in the freezer.

Direct Reports

None

Schedule

40+ hour work week, Monday – Friday. Overtime opportunities available.

Compensation & Benefits

This is an hourly position, paid Bi-Weekly, with a performance review following a 3-month probationary period at which point salary **may** be renegotiated. Performance/salary will be reviewed annually.

This is a full-time, benefits eligible position. Monument Farms Inc. offers Medical/Dental/Vision insurance and retirement package.