

STONEWALL KITCHEN

EST 1991

Job Description

Position	Fulfillment Associate	Department	Fulfillment
Reports To	Warehouse Management	Security Access	110D3
Grade / FLSA Level	3 / Non Exempt	Occupational Category	Operative
Date Updated	January 2014		

Job Objective

The Fulfillment Associate's primary responsibility is to build gift packs, baskets and other kitted items as directed in a fast paced and detail oriented environment.

Key Responsibilities

1. Assist with set-up and breakdown of each job
2. ensure that all products are assembled and completed to Stonewall Kitchen's quality and production standards, including but not limited to assembly of boxes, packing of baskets and boxes, and operation of shrink wrap machine
3. Movement of finished product to output dock
4. Maintain cleanliness of work area throughout shift and at the end of the shift

Additional Responsibilities

1. Follow all company policies and procedures for safety, quality, and sanitation with regard to personnel, maintenance, and equipment
2. Assist with inventory spot checks and other inventory-related duties as needed
3. Operate equipment as needed, including , trash compactor, cardboard compactor, manual and electric pallet jacks
4. Cross-train to work in Outbound Distribution as needed
5. Perform other job duties as assigned
6. May be required to work in excess of 40 hours per week periodically as business needs required

Education, Experience, and Skills

1. High school education or equivalent required
2. Must be able to lift and carry up to 50 lbs. on a regular basis and to stand for several hours at a time
3. Previous production, assembly, and/or packaging experience helpful
4. Experience working in a fast paced, physical environment.
5. Experience operating electrical and manual pallet jacks, fork lifts, and/or shrink wrap machine preferred

1st Shifts: Mon – Fri 7:30am – 4pm

2nd Shifts: Sunday – Thurs 4pm-9pm