

# STONEWALL KITCHEN

EST 1991

## Job Description

<b>Position</b>	Outbound Associate	<b>Department</b>	Warehouse
<b>Reports To</b>	Warehouse Management	<b>Security Access</b>	1 <sup>st</sup> - 115D3 2 <sup>nd</sup> - 115D2
<b>Grade/FLSA Status</b>	3 / Non-Exempt	<b>Occupation Category</b>	Laborer and Helper
<b>Date Updated</b>	January 2014		

### Job Objective

The Outbound Associate is responsible for performing duties on and off the shipping line related to the stocking, picking, packing, confirmation, labeling and processing of orders.

### Key Responsibilities

1. Learn and perform all duties on shipping floor as directed, to include wholesale, freight, retail and company store orders.
2. Pick and confirm orders efficiently and accurately
3. Pack orders efficiently and correctly to prevent damage
4. Ticket or label orders as specified
5. Perform gift wrapping, for retail orders as needed
6. Maintain cleanliness of work area throughout shift and at the end of the shift
7. Report any conditions that need attention to appropriate manager.

### Additional Responsibilities

1. Follow all company policies and procedures with regard to safety, including food safety, quality, sanitation, personnel, maintenance, and equipment
2. Perform other job duties as assigned.
3. Assist with inventory spot checks and distribution activities as needed

### Education, Experience, and Skills

1. High school diploma or equivalent experience
2. Must be able to lift and carry up to 50 lbs on a regular basis, reach, stretch and stand for several hours at a time
3. Must be computer literate (Microsoft Windows preferred)
4. Must have experience with electrical and manual pallet jacks and fork lifts

1<sup>st</sup> Shift: Mon – Fri 7am-3:30pm

2<sup>nd</sup> Shift: Sun – Thurs 3:30pm-midnight