

POSITION: Picker/Pack Job Responsibilities

REQUIREMENTS:

Must have a high diploma, GED or equivalent for this position.

- **6 months plus of experience working in a warehouse setting or in logistics; experience in operating material handling equipment preferred**

JOB DESCRIPTION:

Responsibilities and preferred skill set, include but not limited to the following:

- Reports to Inventory Control Lead
- Pulls and packs product based on daily orders.
- Meets specifics of customer orders in a timely manner.
- Keeps products separated, organized and in good rotation.
- Monitors product quality frequently, reporting problems to mitigate safety issues.
- Operates various pieces of equipment (i.e. Bendi, Palletizer, Dolly Loader, Pallet Wrapper, Forklift, and Electrical Pallet Jacks).
- Reports any mechanical problems.
- Utilizes continuous improvement mindset and assists in identifying opportunities to improve processes.
- Follows good manufacturing practices and required work safe practices.
- Maintains a clean, sanitary, and safe work area.
- Performs other duties as assigned.
- Maintains safe and clean work environment by following current good manufacturing practices (cGMP), and standard operating procedures; complying with legal regulations; monitoring environment.

Current Responsibilities:

- **Fork Truck operation**
- **Pull Packaging**
- **Return Packaging**
- **Stacking Packaging**
- **Put up new inventory packaging**
- **Off Site warehousing**