



Position: Warehouse Employee Part-Time	Department: General Warehouse	
Reports to: Shift Supervisor	Location: Dwight/OFT	Date: Ongoing

Position Purpose

This job description encompasses several different functions which are all required by a Warehouse Employee. The Employee may be assigned to a primary function but will be expected to perform any or all of the other functions based on operational needs, as well as any other duties as assigned.

Description

The following general functions are included but not limited to the Warehouse Employee job:

- Receiving: Includes unloading incoming product from trucks, sorting it, and moving it by pallet via MHE to check in function.
- Put away/Replenishment: Includes transport of palletized merchandise via MHE to put away locations and movement of palletized product from put away location to pick or stage locations.
- Shipping: Includes palletization of cases by order, transport of pallets to staging lanes. Includes direction to a staging lane to retrieve a pallet from a specific order for loading in a trailer

Safety, Sanitation, Security

Maintain a clean, neat, and orderly work area. Assist in maintaining the security of the warehouse. Conduct operations in a manner that promotes safety.

Health & Safety

The Employee will support the management team to meet the objective of the Health and Safety policy, by taking reasonable care to not only protect themselves, but others within this site. The Employee will perform the job safely and in accordance with all regulations, policies and procedures

Minimum Requirements

Education/Experience

- High school diploma or GED
- At least six months previous experience in face-paced environment
- Previous warehouse experience is preferred

Knowledge/Skills/Abilities

- Must be able to perform basic math functions
- Must be able to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions



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- Must be able to work with high attention to detail
 - Must be able to work well with others in a team environment
 - Must be able to perform basic computer functions, including data entry
 - Must be able to regularly lift up to 75 lbs.
 - Must be able to continuously stand for long periods of time (up to eight hours)
 - Must be able to climb stairs occasionally
 - Must be able to regularly push up to 30 lbs.
 - Must be able to regularly reach above shoulder level
 - Must be able to effectively communicate both verbally and in writing

Certifications

- Some operational areas will require Material Handling Equipment certification, previous experience and/or certifications an asset but not required

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