

Job Description

Warehouse Clerk

Company/Location: Kilwin's Quality Confections, Inc./Delray Beach, FL

Reports to: Florida Logistics and Warehouse Manager

FLSA Status: Hourly/Non-exempt

Date Last Revised: January 2019

JOB SUMMARY

Responsible for all day-to-day warehouse activities including but not limited to picking and preparing orders for shipment including candy, dry-goods, and ice cream. Work with all team members to provide a high level of customer service and accurate order fulfillment.

ESSENTIAL FUNCTIONS

1. Personally represents Kilwins Core Values, Core Purpose, Core Operating Standards, and Brand Promise.
2. Provide integrity, honesty, and knowledge that promotes the culture, values and purpose of Kilwins Brand.
3. Accurately pick store orders including candy, ingredients, packaging, etc. and prepare them for shipment.
4. Stocks shelves per SKUs and rotates product for freshness.
5. Perform all outgoing shipments, including completion and proper distribution of paperwork.
6. Maintain equipment as necessary.
7. Define, resolve, and provide solutions to workplace challenges with continuous organization and system data upkeep.
8. Maintain a clean and safe work environment.
9. Drive continuous improvement in terms of performance, quality, and efficiency.
10. Operate straight truck for shuttle, maintenance, and local deliveries.

ADDITIONAL RESPONSIBILITIES

1. Perform duties in a healthy and safe manner, and to act responsibly regarding our environment. Comply with all applicable federal, state, local, customer and corporate requirements and regulations including: OSHA, DEQ, and FDA.
2. Actively prevent pollution, reduce waste, and support the attainment of the established goals. Maintain an understanding of how their specific job can affect the environment or the health and safety of themselves or others. Correct unsafe acts or conditions through communication to the Florida Logistics and Warehouse Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Exceptional customer service skills.
2. Basic math and Microsoft Office skills.
3. Experience with warehousing and order fulfillment procedures.
4. Ability to work in a sub-zero degree environment.
5. Experience in FIFO systems.
6. Able to operate commercial vehicle safely.

EDUCATION AND EXPERIENCE

1. High school diploma or equivalent
2. An insurable driving record
3. Aptitude for operating powered industrial equipment
4. Must have a valid chauffer's license

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. Must be able to lift 75 pounds.
2. Occasionally pick orders, put away, and rotate stock in -20 degree freezer.

OTHER DUTIES

Please note this job description is not intended to cover a comprehensive listing of all activities, duties or responsibilities that are required of the Team Member for this job. Individuals may perform other duties as assigned including working in other areas to cover absences or to equalize peak work periods or otherwise balance the workload.