



JOB DESCRIPTION

POSITION TITLE: Warehouse Associate

DEPARTMENT: Logistics & Warehouse

REPORTS TO: Manager, Logistics & Warehouse

Position Summary

Reporting to the Manager, Warehouse & Logistics, the Warehouse Associate is responsible for a variety of materials handling tasks including Staging, Loading, and Unloading finished product and raw materials. The Warehouse Associate is also responsible for stocking and maintaining warehouse inventory to a high degree of accuracy as well as clean-up, packaging and other routine activities related to food processing and manufacturing and for assisting machine operators, assemblers and other workers as required.

Duties and Responsibilities

- Material handling, inventory, clean-up, packaging and other elemental activities in processing and manufacturing
- Documenting all orders, shipments, and inventory adjustments into SAGE (ERP)
- Packing, crating and packaging materials and products
- Transporting raw materials, finished products and equipment throughout plant manually and using powered equipment
- Checking, weighing and counting materials and products
- Order picking, packing, and receiving
- Assisting machine operators, assemblers and other workers
- Responsible for pre-checks of forklifts at the start of the shift
- May be responsible for operating and driving straight trucks to transport goods and materials over urban and short inter-urban routes
- May be responsible for performing pre-trip inspections of vehicle systems and equipment such as tires, lights, brakes and cold storage

- Follow all company policies and procedures, including: GMP, SQF, HACCP, Health & Safety, Attendance, etc.
- Follow safe work practices and procedures as per Company policies and procedures and WorkSafe BC regulations
- Maintaining clean work areas and equipment
- Other duties as assigned

Experience, Skills, Knowledge and Abilities

- Positive work attitude and ability to function as a member of a team
- Demonstrated ability to safely operate a variety of mobile equipment
- Class 5 driver's license
- Air Brake Endorsement would be an asset
- Heavy lifting required (+25 kg)
- Ability to understand and follow directions
- Flexibility with shift rotations
- Strong communicator and the ability to speak, read and write English

Employee Signature
Employee Name (Please Print)
Date Signed