

Position Description

Job Title:	Warehouse Associate
Department:	Warehouse – Shipping Area
Exemption Status:	Non-Exempt
Reporting Relationship:	Warehouse Supervisor – Warehouse Manager
Location:	St. Petersburg Florida
Date Prepared:	September 14, 2020

This job description should not be viewed as an all-inclusive list of the responsibilities related to your position. Your position will necessitate performing duties and tasks that are not outlined herein. Lantmannen Unibake makes no guarantees as to the nature and scope of the work performed by this position. Lantmannen Unibake retains the right to change an employee's position or job description at any time.

Job Summary:

Performs daily operations related to storing product and loading trucks in an efficient manner while following Company rules. Responsible for following food safety requirements pertaining to BRC, AIB, GMP and any other legal or legislative rules and / or regulations. **Stand-Up Reach Truck Experience is required.**

Essential Duties and Responsibilities include the following. Other duties may be assigned as needed.

- Consistent and punctual attendance each scheduled workday.
- Reports to work fit for duty and sustains fitness throughout the day.
- Responsible for adherence to food safety requirements pertaining to **BRC**, AIB, GMP and all other legal or legislative rules and / or regulations that apply.
- Performs various functions and duties following written or verbal instruction from the Warehouse Supervisor or Warehouse Manager.
- Must have reasonable knowledge of math. Addition and subtraction required.
- Using a Bill of Lading, pulls product from the freezer and prepares Shipping orders for customers.
- Picks and Stages orders as directed
- Inspects condition of product cases to assure only undamaged product is loaded
- Places finished product cases on a pallet in the proper pallet pattern
- Assists in loading trucks during customer pick-up
- Assists with the unloading of Containers when assigned
- Verifies count of product loaded and fills out appropriate paperwork
- Maintains work area and equipment to company and sanitary standards.
- Abides by Company safety rules and performs duties in a safe manner at all times
- If licensed, follows all safety rules related to Forklift operation
- Performs any and all other duties as assigned.

Competencies:

Analytical - Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Participates in meetings.

Team Work - Balances team and individual responsibilities; Gives and welcomes feedback; Puts success of team above own interests; Supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Change Management - Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change

Leadership - Inspires and motivates others to perform well; Inspires respect and trust; Gives appropriate recognition to others; Displays passion and optimism.

Quality Management - Demonstrates accuracy and thoroughness.

Ethics - Treats people with respect; Works with integrity and ethically; Upholds organizational values.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Stand-Up Reach Truck Experience is required.**

Education/Experience:

Must be a High School graduate or have a GED equivalency. **Stand-Up Reach Truck Experience is required.** Prior Bakery experiences a plus, but not required.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Math Ability:

Ability to calculate figures and amounts such as proportions, percentages, decimals, baker's percent, area, circumference, density, and volume.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have some basic computer skills and a working knowledge of Word Processing and Excel;

Certificates and Licenses: Forklift Operator Certification - Stand-Up Reach Truck

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts. The employee is frequently exposed to wet or humid conditions (non-weather); extreme cold (Freezer) and vibration.

The noise level in the work environment is usually moderate. .Hearing protection is available.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand; walk and climb or balance.

The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds.