



## **Figueroa Mountain**

**Job Title: Warehouse Assistant**

**Classification: Non-Exempt**

**Reports to: Warehouse Manager**

### **JOB DESCRIPTION**

#### **Summary/Objective**

A Warehouse Assistant assists the Warehouse Manager with day-to-day operations in the warehouse including, but not limited to, the safe and efficient shipping, receiving, storage, and rotation of goods, inventory management, and taking and fulfilling sales orders from wholesalers and Tap Room, and otherwise working with other members of the team to ensure day to day operations in the warehouse and brewery run in the manner and to the Figueroa Mountain Brewery's standard.

#### **Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Prepare orders for shipment, pick goods, and otherwise assist with fulfilling orders coming in from Tap Room, Distributors, and Retail customers.
2. Ship all retail orders directly.
3. Assist with receiving in orders including loading and unloading goods from delivery vehicles, inspecting goods, signing delivery documents, and storing appropriately.
4. Document damaged, missing, or faulty goods and report immediately to supervisor.
5. Track beer/kegs, raw materials etc. via lot codes per FMB procedure.
6. Report immediately any beer being returned to the brewery immediately to supervisor.
7. Comply with all health and safety regulations and policies
8. Follow inventory and organizational standards.
9. Assist with inventory counts
10. Keep track of supplies & goods and record on appropriate inventory sheets. Report deficiencies to supervisor.
11. Operate forklift to move goods, supplies and equipment around the facility safely and efficiently as needed.
12. Troubleshoot and report all equipment problems, violations or substandard practices to the Operations Manager immediately.
13. Consult weekly cleaning and maintenance schedule & direct warehouse team to ensure they are completed regularly and to the appropriate standard.
14. Monitor preventative maintenance on a weekly/monthly basis as required and follow all Cleaning & Maintenance Schedules.

15. Complete all required paperwork and records including but not limited to inventory sheets, Bills of Lading, Invoices, etc. and submit to supervisor in a timely way.
16. Ensure the entire warehouse facility including equipment, sinks, supplies, packaging line, shelving and storage areas are clean and comply with established sanitation standards, personal hygiene, and health and safety standards at all times. Make recommendations to supervisor for maintenance, repair and upkeep of facility and all equipment.
17. Attend regular staff meetings.
18. Additional duties and projects as assigned.

### **Competencies**

1. Effective Communication.
2. Creativity/ Innovation
3. Organizational Skills.
4. Priority Management /Results Driven
5. Problem Solving / Adaptability.
6. Business Acumen.

### **Supervisory Responsibility**

This position has no direct supervisory responsibilities, but may serve as a coach and mentor for other positions in the department.

### **Work Environment**

The Warehouse Assistant works mostly in the warehouse and in the yard. He or She should be prepared for changes in temperature from cold storage to outside summer temperatures or cold rain and wet floors. The noise level can vary from quiet to loud depending on the work that is happening.

### **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.*

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move cases of beer up to 25 pounds and 50 pound kegs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

Some flexibility in hours may be allowed, but the employee should generally expect to work 9:30am -6:00pm. Evening and weekend work may be required as job duties demand.

### **Travel**

Must be open and able to travel by all methods. This position rarely requires travel

### **Experience/ Education**

- High school diploma or GED required.
- At least 1 year of experience in experience in a food or beverage manufacturing/warehouse environment
- Must be Forklift Certified or become certified within a designated period of time

- Attention to detail, ability to work unsupervised while maintaining safety and quality standards,

**Additional Eligibility Qualifications**

- Exceptional ability to prioritize and manage multiple projects within deadlines.
- Comfort with multitasking and maintaining efficiency and productivity.
- Must have reliable transportation to work
- Cleanliness and Safety minded

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_

Date\_\_\_\_\_