



*Our Mission: to end hunger and leverage the power of food to build a healthier community.
Our Vision: a healthy hunger-free, community.*

Revised: January 2017
Title: Order Picker
Department: Distribution Center
Reports to: Warehouse Manager
Status: Hourly, Non-exempt, Full time

General Description

The Order Picker is responsible for filling orders and staging them in a manner that meets company standards for safety, accuracy, and productivity. The Order Picker is responsible for the completeness and correctness of all orders filled. Order Pickers and all distribution center staff are to maintain a clean, safe, sanitary warehouse.

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

- Picks all orders that may include shelf stable, perishable or freezer products
- Picks orders using handheld scanners and paperwork to assure all orders are fulfilled accurately and on time
- Ensures all orders are accurately picked on time and submitted to Member Services to assure on time invoicing
- Works with Member Service Team to assure all customer needs are met
- Ensures all opening and closing checklists that pertain to cleanliness, safety and sanitation are completed daily
- Follows all systems that are in place to ensure all warehouse equipment is maintained, logs kept, and maintenance schedules implemented
- Ensures proper food safety protocols are followed and implemented
- Maintains supplies and warehouse equipment are in proper working order
- Reports to work on time everyday and maintains a good attendance record
- Follows all safety procedures and abides by policies
- Work in collaboration with Facilities and Safety Coordinator to ensure the warehouse operations meet all AIB standards and other regulatory agency requirements

Minimum Qualifications

- High school diploma or GED or equivalent combination of education and experience.
- Experience/Ability to operate Forklift and warehousing equipment
- Knowledge of warehousing safety and sanitary standards
- Must be punctual and hold a good attendance record.
- Able to work in a team environment and work independently
- Able to communicate clearly and concisely orally and in writing
- Able to apply problem solving and mathematical concepts
- Detail orientated and organization skills
- Capable of standing and walking for long periods of time
- Able to lift and carry materials and equipment weighing up to 60 pounds on a frequent basis.
- Friendly, customer-oriented personality
- Professional attitude and appearance at all times
- Fluency in English required. Knowledge of Spanish helpful

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 sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents and equipment. The team member is required to stand; walk and reach with hands and arms for the majority of their shift. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Must be capable of standing and walking for long periods of time

The job requires repetitive movements like bending, crouching, kneeling, lifting and carrying materials and equipment weighing up to 60 pounds.

Work Environment

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

The noise level in the fast-paced work environment is usually moderate.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees in this job will follow other instructions and perform other related duties as required.

The Foodlink Way

- ✦ Passion and commitment to our mission ✦ Going above and beyond what is required
- ✦ Seeing our roles as more than just a job ✦ Proactively seeking improvements ✦ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.
