



# JOB DESCRIPTION

Revised Date: 10/2022  
Rev.01

<b>Job Title:</b>	<i>Warehouse Lead</i>		
<b>Department:</b>	<i>Warehouse</i>		
<b>Reports to:</b>	<i>Distribution Manager</i>		
<b>Grade:</b>	<b>Type of Position:</b>	<b>Classification:</b>	
	<input checked="" type="checkbox"/> Full time	<input checked="" type="checkbox"/> Hourly	
	<input type="checkbox"/> Part time	<input type="checkbox"/> Salaried	
	<input type="checkbox"/> Contractor/ Temp	<input type="checkbox"/> Exempt	
	<input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Nonexempt	

### ***Job Summary***

The warehouse lead is responsible for oversight of warehouse freezers and ensures the facility is in good maintenance, product is properly stored, inventoried, and customer orders are met in terms of quality and timeliness.

### ***Essential Job Functions***

The essential duties and responsibilities for this position include, but are not limited to, the following:

- Coordinate the inbound and outbound flow of fresh and frozen product between facilities.
- Review daily production and prepare floor for product removal from blast freezers.
- Organize fresh product placement and frozen removal of blast freezers.
- Work with our customers and team members to ensure shipments are scheduled and completed as requested by customer and in a timely manner.
- Assist in inventory management of all products including dry goods, with receiving and monthly (or on demand) physical cycle counts.
- Survey all orders for damaged boxes and re-box as needed, while noting all inventory discrepancies.
- Verification of order counts prior to shipment for accuracy.
- Calculate product weights for outbound shipments and assist client service with correct/updated order fulfillment within legal parameters.
- Assist in preparations of trailers including jockeying, parking, and yard checks.
- Ensure all shipments are wrapped in a way that will maintain product integrity through the distribution process when necessary.
- Prepare shipping documents for outbound loads.
- Maintain safe and healthy work environment by following standards and procedures, complying with legal codes and regulations.
- Report any animal welfare related issues to management immediately.
- Report any damages to company vehicles and equipment via eMaintenance work order program.
- Comply with all company policies and procedures.



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## **Minimum Required Qualifications**

The minimum required qualifications for this position include, but are not limited to, the following:

- High school diploma, GED, or equivalent preferred.
- Minimum 2 years of equivalent experience in warehouse/forklift facilities required.
- Bi-lingual Spanish/English preferred.
- Outstanding communication skills.
- Strong organizational, analytical, and problem-solving abilities.
- Ability to independently make decisions with minimum supervision.
- Ability to multitask and effectively prioritize workload.
- Knowledge of animal welfare and Good Manufacturing Practices (GMP).
- Advanced personal computer skills: Working knowledge of Excel and Outlook.
- Strong teamwork skills with a willingness to assist others.
- Ability to work in a fast-paced environment.
- Ability to comply with all company policies and procedures.

## **Physical Demands**

The physical requirements/environmental factors for this position include, but are not limited to, the following:

- Must be able to walk, bend, and stand for extended periods of time.
- Ability to lift up to 50 pounds without assistance and 100 pounds with assistance.
- Must be able to walk production floor and warehouse building.
- Conditions of production floor and warehouse maybe cold, wet, loud and PPE is required.
- Must be able to climb and work on ladders.

## **DISCLAIMER**

- This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.
- All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to which will be required in this position. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliance with Federal and State Laws). Continued employment remains on an "at-will" basis.
- I have read this job description (or had it read to me) and I fully understand all of my job duties and responsibilities as set forth herein. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about



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job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

EMPLOYEE ACKNOWLEDGMENT:

Date: