

SUGAR CANE GROWERS COOPERATIVE OF FLORIDA

POSITION TITLE: TWO (2) WAREHOUSE ASSISTANT
DEPARTMENT: MILL WAREHOUSE, DEPT. 24
REPORTS TO: SUPERVISOR
HOURLY PAY RANGE: \$15.23 TO \$18.23
EMPLOYMENT STATUS: YEAR ROUND
DATE OF POSTING: DECEMBER 15, 2022

GENERAL RESPONSIBILITIES:

Warehouse Assistants are responsible for assisting in all aspects of logistics related to receiving, stocking, order fulfillment, shipping, inventory reconciliation, and/or retrieving materials from local vendors.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Warehouse assistants should have a good understanding of warehousing procedures and a keen sense for attention to details. Responsible include:

- Follow service standards and complying with procedures, rules and regulations
- Receiving materials
- Fulfilling orders
- Perform inventory controls
- Assisting shipping and receiving by unloading trucks and checking in products or materials
- Preparing orders by processing requests, pulling orders, packing kits and transporting packages as needed
- Maintaining inventory controls
- Maintaining a clean and safe working environment
- Runs parts to and from vendors and/or customers as needed

OTHER DUTIES MAY INCLUDE:

Assigned other tasks from time to time by supervisor as deemed necessary.

EQUIPMENT / TOOLS USED:

Forklifts, pallet jacks, and other tools deemed necessary for performance of duties.

LICENSES REQUIRED: Regular Class "E" Florida Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

High school diploma (or GED). Must be able to understand computer systems with intermediate level skills. Must be able to receive verbal and written instructions, read and interpret blueprints, schematics, and manuals. Must be able to work in sitting, walking, standing, crawling and reaching positions and be able to frequently lift from 25 to 50 pounds and occasionally lift to 50 pounds.