



## **WAREHOUSE ORDER PICKER JOB DESCRIPTION**

### **Basic Purpose:**

To follow the specific guidelines developed by KW Beverage concerning the warehouse order picking process for safe and effective delivery of all KW Beverage's products. Reports directly to the 2<sup>nd</sup> Shift Warehouse Supervisor under direction from the Warehouse Manager.

### **Responsibilities:**

- Responsible for picking and building orders to specifications through a Voice Directed Picking system.
- Must be knowledgeable in the use of RF Scanners with accuracy and error-free.
- Verifying the accuracy of the order being built.
- Must pick loads in an efficient and timely manner while maintaining production standards.
- Accountable for product damage and package integrity.
- Must keep work area clean and neat throughout the shift.

### **Expectations:**

- Must be able to work second shift. Approximately 4:00pm until 02:30am Monday thru Friday or at a set time as your job requires.
- Must pass a drug test, back ground screening.
- Must be over 21 years of age.
- Valid SC state driver's license.
- Able to operate a powered pallet jack.
- Complete 90 day probationary period.
- Always maintain a neatly groomed personal appearance and a fresh, wrinkle free uniform every day.
- All facial hair (beards, goatees and mustaches) must create an overall neat, polished and professional look.
- Must be to work on time, attend all meetings and training sessions daily.
- Must tolerate some long hours depending on the season, etc.
- Work as part of a team and help your teammates when necessary.
- Efficiently pick customer orders for shipment, ensuring that the correct number and type of product is loaded and shipped.
- Assemble various types of merchandise for shipment. Carry or transport orders to shipping locations or delivery platforms with material handling equipment.
- Must attend all safety classes before using lifts and handling products.
- Learn the Anheuser-Busch and other supplier beverage freshness code system and apply it to working the pick line.
- Must be able to read all product code dates.

- Must be willing to train new warehouse reps when asked.
- Must be safety conscious and strive to be accident free in all aspects of the position.
- Work to minimize damaging product while stacking packages on pallets.
- Making decisions as an individual for the betterment of the team is a must.
- Organized and detail orientated.
- Must be knowledgeable and comply with all company policies.
- Must perform any other duties requested by management.
- Must comply with attendance policy point system.

The following physical demands are required but not limited to:

Walking, Sitting, Lifting, Carrying, Pushing, Climbing, Stooping, Bending, Kneeling, Reaching, Pulling, Standing