



Job Title: Warehouse Clerk

Dept: Distribution

Accountability: Distribution Center Manager

Job Overview: This job will primarily consist of warehouse work involving pulling orders, receiving orders, rotating stock, and loading Co-op trucks for delivery routes. General cleaning and maintenance of the facility and grounds will be required.

Primary Responsibilities

- Daily order pulling
- Daily receiving of inventory
- Daily stock organizing and date checking of inventory
- Provide outstanding customer services to vendors and customers of the CDC
- Keep the warehouse and warehouse equipment clean
- Perform and other tasks assigned to support and improve the overall team operations

Required Skills

- Ability to operate and maintain equipment in a safe manner at all times
- Good attention to detail
- Ability to communicate clearly
- A problem solver attitude when challenges arise

Physical Aspects of the Position

- Requires Prolonged lifting
- Must be able to lift 50 pounds repeatedly
- Must be able to work in refrigerated spaces

Staff Member Signature

Date