



PURPOSE:

- Coordinate with the Warehouse Manager and Warehouse Floor Lead(s) to identify the daily goal(s), and an efficient plan is understood to accomplish the set goal(s)
- Support your team members, so the whole warehouse accomplishes the set goal(s)
- This position will float throughout the warehouse in order to support the team as needed. Tasks and duties will vary based on the day.

RESPONSIBILITIES:

- Support the Warehouse Manager and Warehouse Floor Lead(s) in the following areas:
 - Identify and delegate teams to accomplish projects (sorting and preparing products for distributions)
 - Ensure that volunteers and community service individuals are following policies and procedures
 - Keep the teams motivated and ensure that they are having a good experience while also accomplishing their goal(s)
 - Monitor each assigned team to ensure they are correctly inspecting and preparing all product
 - If there is any conflict with an individual, report to the Warehouse Floor Lead(s)
- Support the Warehouse Floor Lead(s) to accomplish the following:
 - Quality inspection
 - Ensure that all product is quality inspected
 - Prepare good product for distribution; the bad product is either donated to an animal farm or thrown away
 - Sort
 - Have all products sorted into their appropriate category
 - Build full pallets of products that are ready for distribution
 - Wrap
 - Wrap each applicable pallet after completion
 - Tag
 - Write the weight, product type, date, and, if applicable, what distribution the completed pallet is for
 - Stage
 - Stage completed pallets in their correctly designated location
- Floor
 - Support the Warehouse Floor Lead(s) to accomplish the following:
 - Organize
 - Maintain a clean and organized warehouse floor throughout the day to ensure maximized workspace and safety
 - Upon the completion of the day, leave the warehouse cleaned, organized, and ready for the next day
- Trucks
 - Assist in loading and unloading of trucks
 - Support drivers when needed for pick-ups and drop-offs of product
 - Assist the Warehouse Manager and the Operations Coordinator in cleaning and maintaining the trucks.