



JOB DESCRIPTION

POSITION TITLE: Warehouse Associate

DEPARTMENT: Supply Chain

REPORTS TO: Warehouse Lead Hand / Senior Supply Chain/
Logistics Warehouse Supervisor

Position Summary

A Warehouse Associate is responsible for material handling, clean-up, packaging and other routine activities related to food processing and manufacturing and for assisting machine operators, assemblers and other workers as required.

Duties and Responsibilities

- Following safety and quality standards as set out by company.
- Material handling, inventory, clean-up, packaging and other elemental activities in processing and manufacturing.
- Assisting machine operators, assemblers and other workers.
- Packing, crating and packaging materials and products.
- Maintaining clean work areas and equipment.
- Transporting raw materials, finished products and equipment throughout plant manually and using powered equipment.
- Checking, weighing and counting materials and products.

Experience, Skills, Knowledge and Abilities

- Must have experience using an ERP (Enterprise Resource Planning) system
- Positive work attitude.
- Forklift certificate an asset.
- Teamwork is a must.

- Class 5 driver's license.
- Heavy lifting required.
- Ability to understand and follow directions.
- Flexibility with shift rotations.
- Languages: speak, read and write English