



Selector/Warehouse Associate

(Sun – Thurs 7.00pm – 4am or completion of responsibilities)

At Latina Boulevard Foods INTEGRITY is the foundation of our business, with EXCELLENT SERVICE and CONSISTANT QUALITY as our cornerstones. We strive to satisfy EVERY customer's needs. People are our most important resource.

We treat our customers, associates, suppliers and competitors with FAIRNESS & DIGNITY.

Our associates strive for EXCELLENCE every day. Our company atmosphere is supportive, friendly, goal-orientated and demanding.

Our facilities and equipment will be safe, clean and maintained to best serve our customers and associates.

OVERVIEW

SHIFT: Start time Sun – Thurs 7.00pm – 4am or completion of responsibilities

ENVIRONMENT: Tolerate temperatures ranging from -5 degrees to over 90 degrees Fahrenheit

PHYSICAL: Frequently lift/carry up to 80lbs throughout shift

EQUIPMENT: Safely operate electric pallet jacks and fork lifts including filling out pre-trip safety inspection log

PERFORMANCE: Accurately/Timely order selection while contributing to warehouse cleanliness

JOB DUTIES

- Nightly case selection & staging of LBF products for customer orders
- Arrive on time for shift
- Attend pre-shift "Burst Meetings" each night
- Complete pre-trip inspection log before utilizing motorized warehouse equipment (pallet jacks, fork lifts)
- Accurately select product in a timely manner
- Select product from slots in layers
- Accurately fill out load sheets
- All paperwork (outs, catch weights, shorts, initials of packer/auditor) must be filled out completely following best practices
- Build pallets in organized fashion ensuring fresh poultry & proteins, raw egg, allergy items & chemicals are placed on bottom of pallet/1st layer
- Product must be loaded into delivery vehicles by stop – orders should be easily accessible to driver
- Notify supervisor if slot replenishment needed
- All damaged product must be reported to supervisor and cleaned up immediately
- Fill out nightly door sheets during shift
- Maintain overall organization and cleanliness of LBF warehouse including removing extra pallets, boxes and shrink wrap from pallets/slots (only one pallet needed per slot)
- Maintain equipment – wipe down pallet jack/fork lift on a regular basis to keep clean
- **WE SHIP CLEAN CASES TO OUR CUSTOMERS – IF EXCESS DUST – MUST BRUSH OFF**
- Make sure to punch in/out for meal period
- Meet daily requirements for productivity while working in a safe manner
- Meet attendance standards

All Latina associates are cross functional and will be required to cover team members' hours when needed. Excellent communication with supervisors and co-workers is required.