



Warehouseman

Purpose:

Perform an array of functions that may include clean-up, receiving and processing incoming orders, picking and filling orders from stock, organizing and loading product from the warehouse.

Responsibilities:

ORDER PICKER:

- Pick according to warehouse layout and assigned pallets.
- Must be able to understand basic functions of ring scanner and iPod.
- Must be within the required minimum cases per hour and load errors to market.
- Must do daily inspections of equipment; forklift or electric pallet jacks and report any defects to Shift Manager.
- Must verify inventory before making warehouse cuts on a pallet assigned.
- Must be able to count product on an assigned pallet.
- Assist with all other warehouse duties

COMMUNICATION:

- Maintain open and clear communications with all supervisors, managers and other employees of Capitol Wright Distributing.
- Maintain open and clear communications with retailers, vendors, and transport companies that conduct business with Capitol Wright Distributing.

Skills/Requirements:

- Requirements include, must be at least 18 years of age or meet the minimum state legal age requirements, and must have six (6) months of work experience (for example working in a distribution warehouse environment or other positions which require continuous heavy lifting.)
- The employee must be able to lift a minimum of 25 lbs. and up to a maximum of 165 lbs. when handling products.
- Physical Demands of job include: standing, pushing, pulling frequently, walking, lifting constantly, sitting, standing, kneeling and reaching above shoulders.
- Position must pass a post offer drug test and background check.
- Preferred: Experience with a handheld device (iPod, iPad, Ring Scanner, Long Range Scanner) and beverage industry experience.
- Must have Encompass knowledge with WMS.
- Reliable and dependable.
- Assist with all other warehouse duties.
- Must have dependable transportation.