



**Job Title: Warehouse Crewmember**

**Version Date: May 24<sup>th</sup>, 2022**

<b>Classification:</b> Exempt	<b>Department:</b> Warehouse
<b>Pay Type:</b> Hourly	<b>Reports to:</b> Warehouse Manager
<b>Position Type:</b> Full-Time	<b>Schedule:</b> TBD

**Job Summary:**

Rosemont’s Warehouse employees work hands-on with the finest grocery items, prepared foods, baked goods, fresh produce, and deli provisions, all at our Headquarters facility. Warehouse employees contribute to all core departmental responsibilities and participate in the completion of all daily shift goals. These responsibilities include the proper and accurate handling of all warehoused goods, picking and building orders for distribution, receiving and performing deliveries with attention to inventory management, and maintaining an orderly and safe work environment.

**Duties and Responsibilities:**

- Demonstrating proper and specialized care of all warehoused product, including seasonal, delicate, and highly perishable goods.
- Routinely assessing inventory for quality control and following departmental SOPs to report and cull damaged, out-of-date, or subquality goods.
- Picking and packing outgoing orders and staging for delivery fulfillment.
- Loading, unloading, and transporting orders to their destinations.
- Accurately filing and/or transporting all delivery invoices and paperwork.
- Attending to the proper receiving and warehousing of all vendor deliveries.
- Ensuring that all Warehouse spaces are consistently clean, organized, and well maintained.
- Contributing to routine inventory management practices, such as reporting outages, rotating stock, and performing physical inventories.
- Participating in general company vehicle and equipment care/maintenance.
- Participating in routine cleaning and sanitation of high-touch surfaces and food storage areas.
- Collaborating with supervisors and coworkers to continually build upon Warehouse systems and efficiencies.
- Clearly transmitting critical supply/delivery information through company-wide channels.
- Reporting all operational disruptions, changes, and successes to the Warehouse Manager, and reporting all urgent Warehouse or vehicle maintenance needs to the Facilities Maintenance Engineer, Warehouse Manager, or Director of Operations.
- Reporting any safety concerns and/or injuries to supervisors immediately.

- Following all company and department policies as written in the Employee Handbook.
- Other tasks as assigned.

**Required Skills/Abilities:**

- Keen interest in local food systems, food trends, sustainable food economies, and specialty foods.
- A team-oriented attitude and a desire to promote a respectful and inclusive work environment.
- Independent and reliable transportation.
- Superior attention to detail for consistency and quality control purposes.
- Excellent organizational skills.
- Independent time-management skills and ability to sustain multiple ongoing projects.
- English language proficiency required.

**Education and Experience:**

- High School diploma or equivalent required, college degree preferred.
- Prior experience in warehousing, inventory management or another directly related field.
- Must have a valid driver's license and a clean driving record.

**Work Environment:**

- This is an in-person position, and all work will be carried out between Rosemont Headquarters and Rosemont retail markets.
- The specific hours of employment and work schedule will be determined in conjunction with the Warehouse Manager.
- This position requires extended periods of driving in a box truck and/or sprinter van.
- Moderate to loud noise levels in the production and warehouse facilities.
- Attendance at trainings and certifications may be required.

**Physical Requirements:**

- Ability to lift 50 lbs. carton or bag.
- Ability to bend, lift, twist, squat, and reach.
- Ability to stay standing throughout the duration of the shift.
- Ability to drive a large vehicle and operate Warehouse equipment such as a pallet jack.

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*