

Fresh INNOVATIONS CALIFORNIA, LLC.

Job Title: Shipping Lead

Location: Stockton, CA

Summary: Receiving/Shipping ensures that raw and finished goods, packages and supplies are accurately handled and recorded. Receiving/Shipping must count all products and compare the actual count to the Bill of Ladings, Packing Slips, Purchase/Sales orders and assure work safety, food safety and quality standards are maintained. The Receiver/Shipper must inform the Warehouse Manager of any discrepancies or potential safety hazards to products or environment.

Duties and Responsibilities include the following;

- Check incoming/outgoing product against purchase/sales orders for correct quantity
- Perform warehouse associate responsibilities as needed including loading and unloading, forklift operation, case picking, product relocation, housekeeping, etc.
- Communicate with cross-functional teams including production, quality, maintenance, customer service, and transportation
- Perform and document daily inspections including equipment inspections and inbound/outbound trailer inspections
- Report any discrepancies, damaged product and inspect the quality and condition of the product.
- Audit inbound/outbound shipments for compliance, and report quantity variances and quality issues where applicable
- Receive/Ship any Purchase/Sales orders using WorkOrder, Kits and CrossDock systems
- Develop and maintain a 'timely' and effective Preventative Maintenance (PM) Program.
- Process returns or rejects accurately and in a timely manner
- Inventory Control (scanning bills, temperature logs, daily inventory, records amount or materials or items received or returned)
- Comply with all OSHA and company safety standards, policies and procedures
- Other duties may be assigned.

Qualifications:

- Minimum of 2 years in a production and/or warehouse environment preferred but not necessary.
- Ability to work a flexible schedule and overtime as needed.
- The ability to operate a forklift.
- Knowledge with WorkOrder, Kits and CrossDock systems

Education/Experience:

High School Diploma or Equivalent, 1-2 years Lead experience, Forklift experience

Language Ability:

Ability to read and interpret documents such as Bill of Ladings, Customer Orders. Ability to speak effectively before groups of vendors, customers, or employees of organization. Bi-lingual Spanish preferred

Math Ability:

Ability to add, subtract, multiply, dividing and knowledge of weights and measure.

Reasoning Ability:

Ability to solve practical and complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel; and various internet communication software as well as syndicated data understanding.

Equipment:

Desktop computer
Cell phone
Office equipment
Industrial Forklifts

Supervisory Responsibilities:

Directly supervises multiple employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Attributes and Environment:

The work attributes and environment characteristics described here are representative of those an employee encounters and must perform while executing the essential functions of this job.

- Time management assertiveness to adjust to specific duties
- Attitude: Approach all opportunities with a positive can-do attitude.
- Data-driven: Makes timely and effective decisions using data.
- Hands-on: Willing and able to jump in at all levels of the business to build and develop people, systems, and processes.
- Work in cold environment
- The noise level in the work environment is usually moderate but the employee may be exposed to loud industrial equipment, machinery, moving mechanical parts, and vibration when performing the various job responsibilities.
- Change Leadership: Initiates and/or sponsors change efforts; aligns resources; overcomes resistance and engages, or motivates, others to implement and sustain change efforts where needed.
- Results-oriented: Does what is necessary to improve performance; balances the resources to produce desired outcomes; tracks and monitors performance.
- Partnership: Engages others to identify mutual goals, develop solutions, make decisions, and achieve outcomes.
- Service-oriented: Focuses and aligns actions and decisions on ways to enhance service and commitment to exceptional customer service.

While performing the duties of this job, the employee may be exposed to wet or humid conditions (non-weather); may work near moving mechanical parts; and be subject to outdoor weather conditions. A portion of this position would be an office environment. The noise level in the work environment is usually low to moderate.

Physical Demands:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk, listen, walk, sit, stand, lift, kneel, and reach with hands and arms or move up to 65 pounds. The employee is moderately required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.