

Matrana's Produce, Inc.

Job Title: Order Selector
Reports To: Shipping Manager

JOB OVERVIEW

The order selector accurately, safely, and efficiently locates, selects and stacks produce on pallets in a refrigerated environment while operating an electric pallet jack. As part of the warehouse team, the order selector contributes to the overall effectiveness and success of Matrana's Produce, Inc. by working as productively as possible, maintaining a positive attitude and assisting others when requested by the supervisor.

DUTIES / RESPONSIBILITIES

- Accurately locates, selects, and prepares product orders in a safe and timely manner.
- Maintains the equipment and materials of the warehouse and work area.
- Operates all equipment in a safe and efficient manner, following company policies.
- Complies with all OSHA standards and Matrana's policies and procedures.
- Ensures orders are accurate and free of damage.
- Communicates effectively and professionally with customers and other team members.
- Assists other team members, as necessary, to ensure customer needs are met.

PHYSICAL REQUIREMENTS

- Ability to stand, bend, stoop and stretch on a continuous basis.
- Ability to lift up to 60 pounds on a consistent basis.
- Ability to perform repetitive tasks for an extended period.
- Ability to tolerate cold temperature working environment.

QUALIFICATIONS

- Ability to read English and do basic math.
- Ability to operate an electric pallet jack.

WORKING CONDITIONS

- Cold, climate-controlled work atmosphere (35 – 55 degrees Fahrenheit)
- Evening and weekend hours required.
- Confined, indoor work environment

ESSENTIAL SKILLS

- Must be detail-oriented, well-organized and have a positive attitude.
- Must be able to work well under pressure, be flexible and set priorities appropriately.
- Must be a team player and willing to assist as needed to meet customer demands.