



Job Title: **Night Warehouse – Order Picker**
Reports to: Warehouse Manager - Night
Department: Warehouse Operations
FLSA Status: Non-Exempt Employee
Schedule: Monday - Thursday 5:00 pm to 3:30 am

DO YOU LIKE 3 DAY WEEKENDS? DO YOU LIKE CRAFT BEER?

Welcome to Elite Brands of Colorado! Elite is a company with a lifetime of experience in the alcoholic beverage distribution industry. We consider it an honor to represent the finest producers of wine, beer, and spirits to the people in the state of Colorado. We are a fun group that work as a team and we win as a team.

Summary: The Night Warehouse Order Picker is responsible for pulling orders and getting them loaded onto the trucks.

The Order Picker is expected to participate in an atmosphere that promotes trust, creativity, open and honest feedback, accountability, and personal development. The job is fast paced and will require excellent communication, time and task management skills. Success in this role will require open and honest communication at all times.

Minimum Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Language Ability:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees.
- **Math Ability:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

- Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Education/Experience: 6 months to 1-year related experience and/or training.

Essential Duties:

- Pulls merchandise from inventory using voice pick system, lifting and carrying merchandise and packaging merchandise securely to avoid damage.
- Safely transports materials with hand truck, cart, and forklift trucks.
- Loads delivery trucks in order of route manifest in a secure manner that minimizes product damage and creates a safe environment for all employees.
- Accurately records and reports inventory discrepancies in system and or to manager.
- Maintains facility in a clean and orderly fashion.
- Performs other related duties, as assigned.

As a representative of Elite Brands of Colorado, it is critical that you present in a professional and courteous manner to all employees and customers!

Equipment:

Fork Lift, Hand Truck, WMS software system, Voice picking hardware

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to work near moving mechanical parts; outdoor weather conditions. The employee is frequently exposed to vibration. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; extreme cold (non-weather); risk of electrical shock.

The noise level in the work environment is usually 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 sit; use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl and talk or hear. The employee is frequently required to stand; walk. The employee must regularly lift and/or move up to 165 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.