

## North Bay Trading Co.

### Production and Warehouse Employee Job Description Brule, WI

#### Position Purpose

Work within a team to package dry food products, box orders for e-commerce and wholesale trade, move inventory, and record inventory details on paper forms.

#### Major Functions

- Package and box natural food products using both simple machinery and manual methods
- Move and arrange inventory utilizing a cart, rolling ladder, and occasionally a pallet jack
- Assist with facility / grounds cleaning and maintenance
- Follow work instructions and polices related to the Company's food safety program
- Follow detailed written instructions and document work activities on checklists

#### Secondary/Periodic Functions

- Operate forklift to unload trucks
- Drive a box truck to shuttle inventory short distances (CDL not required)
- Drive pick-up truck and assist with grounds keeping duties as needed, including snowplowing
- Other warehouse and shipping projects as assigned

#### Requirements/Qualifications

- Self-motivated hard worker
- Likes to work on their feet in a fast paced environment
- Clean driving record and can safely operate a box truck (CDL not required)
- Can accurately check and log details on papers and forms
- Will follow food safety hygiene policies, clothing requirements, and work processes for food processing.
- No conditions of communicable disease which presents a food safety risk in handling open good ingredients
- Can perform physical work including lifting 50 lbs. and rolling loads on the floor with pallet jack.
- Is physically agile and comfortable in accessing high shelving areas with rolling ladders
- Values maintaining a clean and organized work environment
- Willing to work extra hours during peak periods or staffing shortages
- Warehouse and/or food industry experience a bonus, but not required

#### Schedule

- Negotiable in the range of 24 – 40 hours per week.
- Willingness to work extra hours on Mondays depending upon workload.
- Willingness to work extra hours during peak periods if needed.
- Depending upon work load, typical workday schedule includes time between 7:30 am and 4 pm.

**Compensation:** Wage commiserate with skills and experience. Eligible employees receive paid time off, holiday pay, simple IRA match, and HSA account contributions.

**Contact:** Please email us at [hr@northbaytrading.com](mailto:hr@northbaytrading.com) and include "warehouse position" in the subject line.