

JOB DESCRIPTION

Job Title: Shipping Technician

Department: Shipping

Reports to: Shipping Supervisor / Team Lead

Summary of Position:

This Technician is responsible for the daily functions of the shipping department. The primary responsibility is picking and packing orders, ensuring proper documentation and labeling, meeting shipment timelines, and following all Food Safety and Quality guidelines.

Key Responsibilities:

- Adhere to company policy, food safety principles, good manufacturing practices, continuous improvement, and specific job tasks/functions.
- Maintain and document activities as they relate to food safety & quality systems. Report all food safety concerns to management immediately.
- Responsible for safety as it pertains to daily tasks; forklift operations, PPE, GMPs, etc.
- Shipping and receiving of customer orders, ingredients, and packaging.
- Locating and selecting product utilizing a pick list and FIFO principles.
- Packing and preparing all shipments ensuring the product, packaging, dry ice amounts, labeling, and paperwork are all correct. Work with the area supervisor/team lead to double check and sign off on shipments.
- Monitor and maintain temperature control on all orders and shipments with the use of dry ice and ice packs.
- Adhere to good documentation practices.
- Ensure all checks, tasks, calibrations are documented accurately on the appropriate records.
- Assist with inventory management and freezer organization.
- Master sanitation – ensure general cleanliness of the shipping/warehouse/freezer areas adhering to specific schedules and completing all required paperwork and reports.
- Assist other departments as directed by Supervisor

Job Specifications:

- High School diploma or equivalent
- Able to lift/carry up to 70 pounds repeatedly
- Good work ethic.
- Able to work with minimal supervision in a team-oriented environment.
- Excellent time management and flexibility.
- Able to multitask and respond with a high sense of urgency
- Able to work in bending/standing position for extended periods of time.
- Able to work in a cold freezer environment

