

## INDIANHEAD FOODSERVICE DISTRIBUTOR, INC.



**FOODSERVICE  
DISTRIBUTOR**

**JOB TITLE: ORDER SELECTOR**

**REPORTS TO: SHIPPING SUPERVISOR**

**SHIFT/HOURS: Sunday through Thursday, 8:30 p.m. – 4 a.m. / Done**  
*Base rate is \$17.00/hour; time and a half for Sunday hours worked*

### **POSITION SUMMARY:**

Responsible for selecting (picking) and loading product in a safe and accurate fashion to ensure IFD standards of quality and productivity are met.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES**

1. Pallet mover and forklift pre-shift inspections
2. Operate equipment in a safe and efficient manner
3. Report to work on time in proper attire and footwear. Punch in and out correctly.
4. Work in compliance with company policies and procedures
5. Select orders at throughput rate with meets company standards
6. Select orders accurately at an error rate that meets company standards
7. Build pallets in a neat and orderly fashion, layered by stack codes to eliminate damage while in transit to customer. Secure pallets with shrink-wrap for loading.
8. Document and remove warehouse damage found during pre and post shift inspections
9. Mid shift duties including inventory lists, pallet letdowns, and product splits
10. Complete all required paperwork correctly
11. Responsible for the cleanliness of the warehouse at the end of the shift

### **WORK RELATIONSHIPS AND SCOPE:**

Works as a team member of the shipping crew to assure the timely and accurate shipment of product to IFD customers. IFD drivers are the internal customers of the warehouse shippers. The position does not call for any interaction outside of supervisors and co-workers. All requirements are subject to change over time at the discretion of management, and to possible modifications to reasonably accommodate individuals with a disability.

### **PERFORMANCE MEASURES:**

1. Meeting IFD standards for picking and loading accuracy
2. Performance of safe work practices and proper equipment use; including the quality of pallets being built structurally, meeting guidelines for safe food handling, using proper lifting techniques, and operating equipment safely and correctly.
3. Maintenance of sanitary environment
4. Timely and regular attendance, as scheduled
5. Meeting of deadlines while meeting IFD standards
6. Teamwork
7. Contribution towards meeting and furthering IFD goals

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Forklift certification
2. Basic reading and math skills
3. Lift 50 pounds frequently and 100 pounds occasionally.
4. Ability to move, lift, and bend constantly
5. Good thinking skills and self-motivation

**WORKING CONDITIONS:**

Work is performed in the warehouse, coolers and freezers; temperatures may vary. Appropriate attire is required.