



GUAYAKI SUSTAINABLE RAINFOREST PRODUCTS, INC.

JOB DESCRIPTION

Job Title: Shipping and Receiving Clerk
Department: Logistics, Petaluma, CA
Reports To: Logistics Manager
FLSA Status: Non-exempt

Position Summary: Perform duties related to handling of inbound and outbound materials, provides thorough communication and correspondence as it relates to these duties. Perform general maintenance of warehouse facilities and equipment.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily. Supervisor may assign other duties.

- Assemble palletized orders
- Receive inbound materials
- Assist in loading outbound materials
- Assist in unloading inbound materials
- Assist customers with pick up orders
- Maintain equipment
- Maintain equipment and disposal logs
- Assemble preconfigured kits for shipping
- Assist in maintaining a clean and organized work environment
- Assist with delivery of goods to internal customers
- Assist internal customers with questions and needs as it relates to the warehouse
- Assist with inventory cycle counts
- Performs other duties as assigned by manager

Competencies: To perform the job successfully, an individual should demonstrate the following

- **Continuous Learning** - Seeks feedback to improve performance
- **Organization and priority management**- Manage priorities and tasks in an orderly manner
- **Detail oriented**- Completes orders and projects with minimal errors
- **Autonomy** - Completes projects with minimal oversight
- **Teamwork** - Contributes to and maintains a positive team spirit
- **Use of Technology** - Uses technology to increase productivity

Qualifications: 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. The company will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of this position.

Education/Experience:

High school diploma or equivalent

Previous experience in shipping and receiving preferred

Language Ability:

Ability to read, comprehend and respond to simple instructions, short correspondence and memos

Able to communicate verbally and respond to questions from managers, customers and the public

Mathematical Ability:

Basic math skills including addition, subtraction, multiplication, and division

Reasoning Ability:

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

A basic knowledge of email communication. Comfortable with use of computers for basic data entry.

Certificates and Licenses:

Forklift certification

Supervisory Responsibilities: none

Work Environment: The work environment characteristics described here are representative of those a Cebador encounters while performing the essential functions of this job.

- Works in a warehouse environment, and outside of the warehouse structure
- Temperatures range from upper 90's to low 30's degrees Fahrenheit
- Occasional exposure to the elements

Physical Demands: The physical demands described here are representative of those for a Cebador successfully perform the essential functions of this job. Coordinate multiple tasks simultaneously

- Stand for long periods of time
- Required to sit and walk regularly
- Able to use hands to finger, handle, or feel; reach with hands and arms
- Regularly lift and/or move up to 50 pounds
- Vision abilities including close distance, and long distance vision. Peripheral vision, depth perception, and an ability to adjust focus.
- The ability to sit, climb, balance, stoop, kneel, or crawl

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

***GUAYAKI** is committed to equitable prosperity and dignity for all people.*

We value a diverse workforce and believe it enhances our culture while fostering better decision making. We recruit, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law