



GG Distributing, LLC

Wholesale Beverage Distributor

WAREHOUSE ASSISTANT

JOB PURPOSE

Assist the Warehouse Manager as directed in the operation, organization and maintenance of the warehouse

JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS

- Able to operate warehouse equipment, including forklifts (including ability to obtain certification), pallet jacks, sweepers, scrubbers, and other equipment in a safe, responsible and professional manner.
- Able to effectively communicate with supervisor, co-workers and other departments on work-related issues in a timely manner.
- 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. Physical requirements and frequency of tasks may vary given the specific assignments and products encountered with each work shift.
- The employee is regularly required to lift and carry objects, use tools, and operate vehicles and equipment controls.
- Must have the ability to work in hot and cold temperatures.
- Rotate stock, always shipping the oldest product first, in accordance with product code date requirements.
- Follow prescribed maintenance guidelines and equipment preventative maintenance schedules and conduct a pre- inspection before operating any equipment.
- Demonstrate a good knowledge of our products, including product identification, storage location, and proper handling and storage methods.
- Load route trucks with the correct items and quantities in the prescribed manner that allows efficient deliveries.
- Ensure that no product is loaded or reloaded without appropriate paperwork and report any suspicious or unauthorized removal of product.
- Fill orders for customer "will calls".
- Strip route trucks after delivery routes have been completed.
- Follow all security procedures to safeguard employees and the facility and prevent injury and product loss.
- Maintain warehouse to high sanitary and cleanliness standards.
- Accurately record all hours of work and meal breaks each workday.
- Perform work tasks safely, contribute to overall safe work environment and immediately report any unsafe conditions.
- Generate creative solutions to problems and opportunities.
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully; use reason even when dealing with emotional topics or issues.
- Pursues training and development opportunities to improve skill sets and knowledge required in the position; shares expertise with others.
- Manages difficult or emotional customer situations; responds promptly to customer needs; meets commitments.



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- Remains open to others' ideas and tries new things.
- Speaks clearly and persuasively in positive or negative situations; responds well to questions; contributes and participates in meetings.
- Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit.
- Exhibits confidence in self and others
- Treats people with respect, keeps commitments and works with integrity and ethically.
- Follows policies and procedures and completes administrative tasks correctly and on time.
- Prioritizes and plans work activities; uses time efficiently; sets challenging personal goals and objectives.
- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments in a timely manner.
- Demonstrates accuracy and thoroughness and completes work in timely manner.
- Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Is consistently at work and on time; arrives at meetings and appointments on time.
- Follows instructions and responds to management direction; keeps commitments; commits to long hours of work when necessary to reach goals.
- Displays original thinking and creativity; meets challenges with creativity and resourcefulness; generates suggestions for improving work and develops innovative approaches and ideas.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence and to speak effectively before groups of employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Valid current state driver's license (and CDL if required) and able to meet company auto insurance requirements
- While performing the duties of this job, the employee is frequently required to regularly lift and /or move up to 45 pounds cases and 175-pound kegs.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.