

# **BUENO BEVERAGE COMPANY JOB DESCRIPTION**

**TITLE: Night Crew Bulk Builder**

CLASSIFICATION: Non-Exempt, Full-Time

REPORTS TO: Night Warehouse Supervisor

**Purpose of position:** Complete shipments by processing and loading orders while appropriately building goods and materials for delivery.

**Essential Functions:** (must be able to perform these functions, with or without reasonable accommodation)

- Build bulk orders
  - Use voice pick headset to assist in building bulk pallets
  - Double check all cases picked before verifying into headset
  - Check pallet for stability before moving to the wrapper
  - Add top sheet to pallet if loose cases are on top of pallet
  - Wrap each pallet to ensure its stability for delivery
  - Insert license plate paper on each pallet
  - Write stop name and route number on each pallet
  - Stage each pallet in the correct lane for the route number
- Assist in cleaning up of pallets/stretch wrap and products as needed at the end of the night
- Comply with all legal guidelines, wholesaler agreement and Anheuser-Busch standards
- Ensure compliance with all aspects of the ABC (Alcoholic Beverage Control) laws and guidelines
- Render polite, responsive and courteous service to our customers
- Adhere to all safety procedures and personnel policies
  - Must wear protective eyewear while operating a forklift and have seatbelt fastened
- Regular attendance is required in order to deliver exceptional customer service
- Other duties as assigned

**Skills, knowledge and abilities:** (these are required to enable job holder to perform the essential functions of the job)

- Must be trained in proper Lockout/Tagout procedure for all heavy equipment
- Must carry a valid forklift certification card at all times
- Must be able to read, write and communicate in a professional manner
- Must establish and maintain an effective working relationship with supervisor, employees and coworkers
- Ability to function in a hectic work environment with occasional periods of high stress
- Must be able to work a flexible schedule, on short notice, including weekends and frequently in excess of 40 hours per week

- Must maintain a good driving record with a valid California Class C license and be insurable according to company standards
- Must be able to lift and carry objects weighing up to 50 lbs. regularly and ability to maneuver a single keg up to 162 lbs., with little to no assistance
- Must be able to maneuver product with hand-truck possibly exceeding 200 lbs.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the responding manager
- Maintain all company equipment and vehicles in accordance with company standards
- Ensure all company electronic devices, cell phone, iPad, laptops, etc. are returned daily to the appropriate docking station

**Experience and Education Requirements:**

- High school diploma or GED certificate
- Prior warehouse experience or training preferred

**Working Conditions:**

Moderate physical exertion, exposure to inclement weather, exposure to fumes and noise from vehicles and lift equipment, and exposure to extreme cold refrigerated warehouse areas.