



Shipping Clerk Job Description

Department: Shipping

() Exempt (xx) Non-exempt

Reports directly to: Shipping and Warehouse Manager

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**JOB SUMMARY:** This position is responsible for picking, packing, and shipping orders to business to business customers, internet customers, and our café locations.

**MAJOR RESPONSIBILITIES:**

- Pick and pack orders for all types of customers.
- Verify accuracy of orders before shipping.
- Maintain cleanliness of shipping area, cleaning throughout the day as necessary.
- All other duties as assigned.

**QUALIFICATIONS AND EXPERIENCE:**

- Ability to pay attention to detail. Accuracy is vitally important to providing great customer service to our customers.
- Ability to maintain a professional, pleasant attitude during times of stress.
- Ability to work hours greater than 40 per week if required.
- Previous work in a shipping department helpful, but not required.

ADDITIONAL SKILLS NECESSARY FOR SUCCESS:

- Ability to read orders printed in English.
- Ability to count items for orders, as well as maintain count of total items ordered.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to stand for extended periods of time, use hands and fingers to handle items, reach, and grab items such as small and large boxes. The employee will frequently lift boxes weighing from 5-75 pounds.