

NATIONAL DISTRIBUTORS INC.
POSITION DESCRIPTION

Position Title: WINE SELECTOR

Department: Warehouse Operations

Reports To: Warehouse Supervisor

FLSA: Non-Exempt

General Summary

This position is responsible for the safe operation of power material handling equipment to accurately select, palletize and stage wine orders for delivery.

Duties will include but are not limited to the following:

Essential Duties and Responsibilities:

- Operating power jack selects product using **Web-Based app with RF** headset and loads onto pallet.
- Selects wine items and packages them, using correct load numbers and account names; Pulls correct quantities of designated full-case or open-case product from the slot location.
- Replenishes back stock using man lift or forklift.
- Stages pallets in various configurations (1) block; (2) vertical (chimney/straight up) depending on load, products, or instructions.
- Transports materials and items from wine room to loading dock or to other designated area.
- Responsible for cleaning and maintaining wine room and back stock areas;
- Minimum weekly selecting average of 250 bottles per hour.
- Mandatory Overtime (MOT) there may be instances that require working past regularly scheduled hours, there will be exceptions made for family/personal appointments.
- Complete daily work assignments in an accurate and timely manner.
- Support a positive and productive work environment by being respectful, civil, and helpful.
- Meet Attendance Policy expectations.
- Wear appropriate and approved clothing/uniform.
- Attend staff and other mandatory meetings/trainings, as required/per policy.
- Understands and observes all safety rules and practices to prevent injuries and/or damage.
- Adhere to all Company rules, policies, procedures, and expectations.

Skills/Experience/Training/Certification Required:

- Minimum 18 years of age.
- High school diploma or equivalent.
- 1 year of experience in Warehouse environment preferred.
- Strong attention to detail with emphasis on accuracy.
- Prior pallet jack or forklift experience preferred.
- Ability to work well under pressure to meet goals.
- Able to understand English and speak clearly in order to use the voice-picking headset system.

Physical Demands/Work Conditions:

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee is required to:

- Regularly use hands to handle or feel; reach forward and overhead with hands and arms; and talk or hear;

- Regularly lift and/or carry 35 pounds and push/pull 100 pounds;
- Frequently stand, walk, bend, stoop, kneel, crouch or crawl;
- Frequently sit, climb or balance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

- Frequent exposure to cold / heat / weather.
- Frequent exposure to wet, slippery surfaces.
- Noise Level: moderate to frequent exposure to loud, unexpected beeping of equipment and sound system.
- Moderate to High stress experienced based upon seasonal demands.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. National Distributors, Inc. reserves the right to revise or change any of the above, at any time.

***External and internal applicants, as well as position incumbents who have become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Employee Signature: _____ Date: _____