

FP Goodwin, Co. PT ORDER PICKER / WAREHOUSE SUPPORT SPECIALIST

FP Goodwin, Co. is a food distributor based in Portland, Maine with a secondary facility in Brewer, ME. We are a fourth-generation company, with decades of combined retail, distribution, operations and food experience. While our core business sources, sells and delivers products from Maine, we do distribute products from the entirety of the New England region and, in a few cases, farther “away.” No matter where the products we distribute are produced, we actively seek those companies and products that are owned and operated by phenomenal people, with a passion for exceptional food.

By pooling products that are going in the same direction and offering customer maintenance, we can provide entry to the marketplace for small farms, producers, and wholesalers. We work tirelessly to provide timely, impeccable service from one end of the supply chain to the other.

FP Goodwin is on a mission to be the leader in the distribution of food products throughout Maine and New England through impeccable customer service and a commitment to quality from one end of the supply chain to the other. We envision a supply chain that provides high quality, locally produced, high growth products to retailers and consumers throughout Maine and New England.

FP Goodwin values:

- **Customer Service:** Impeccable, timely, professional service. We listen, engage and build relationships.
- **Integrity and Authenticity:** We own our mistakes. We are honest and direct.
- **Quality:** The highest quality of products and services...always.
- **Community:** We value and respect our friends, neighbors, competitors and business partners to the highest degree.

Working at FP Goodwin, Co.:

We are a (very) small but mighty team of folks who are passionate about our mission. As a small business we celebrate the opportunities that exist today as well as those we will find along the way. Our work is accomplished on-the-road, from our homes and at occasional, in-person meetings. For this specific position the workday is spent at our warehouse on Riverside Dr. in Portland, ME.

Position Title: Order Picker - Warehouse Support

Status: W2 Part Time - four days per week (Monday, Tuesday, Thursday and Friday) - start time approximately 3:00 pm - end time approximately 8:00 pm.

Work Location: 987 Riverside Drive - Portland, ME

Reports to: Warehouse Specialist

Salary: \$19 per hour - weekly pay schedule

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Position Overview

Reporting to the owner and working in collaboration with our Warehouse Specialist, the Order Picker / Warehouse Support Specialist pulls orders for the following day's deliveries, organizes all paperwork related to those orders and keeps our warehouse neat and tidy. Work days begin at approximately 3:00pm and end at approximately 8:00pm. To be successful in this role, you will work in a timely and accurate manner, build positive working relationships with the FP Goodwin, Co. team, retailers and food producers and embody the FP Goodwin, Co. brand. A thorough understanding of and appreciation for the small business environment is essential to success.

The Route Merchandiser is specifically responsible for:

- Picking products for the following day's deliveries at our warehouse; palletizing as necessary.
- Verifying accurate quantities have been picked for deliveries.
- Loading company delivery vehicles.
- Maintaining a neat, clean and tidy warehouse at all times (i.e. stock rotation).
- Engaging with co-workers in a personable, professional and productive manner.
- Maintaining superior product knowledge in regards to all products in our catalog.
- Maintaining accurate and timely communication with your immediate supervisor as needed: i.e. inventory availability issues, delivery concerns and any delivery vehicle issues.
- Complete cycle counting and inventory tracking related activities at the direction of the Warehouse Specialist.

Minimum qualifications:

- High School diploma, GED or working towards a diploma or GED
- Six or more month's of retail sales experience or restaurant experience (any kind)
- A magnetic, engaging, energetic personality
- Consistent and highly effective communication
- The ability to solve problems as they arise, remaining cool and calm should tensions rise.
- Have the means and ability to reliably commute to our Portland, ME warehouse.
- Be able to pass a DMV and Level 1 background check
- Able to lift up to 50 pounds unassisted

Our ideal candidate will have all of the above plus any of the following:

- One or more years' experience in retail sales and/or food warehouse operations (perishable and/or shelf stable)
- An understanding of and appreciation for the food distribution system in New England
- An understanding of and appreciation for farms and farming
- Experience with shipping and receiving and/or wholesale accounts and/or business development

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The quantity of staff as well as the variety of positions available will increase as we continue to expand our footprint and catalog. We look internally first for promotable individuals. As such, opportunities do exist for lateral and vertical movement within FP Goodwin, Co.

To apply for this position:

Please submit an application through our website or send a cover letter and resume to John Wright: john@fpgoodwinco.com

Resume submissions will be screened for minimum qualifications and the ability to convey an understanding for FP Goodwin's mission, vision and values. Lived experiences are important to FP Goodwin and we encourage those experiences to be thoughtfully included in your cover letter.

FP Goodwin's Commitment to Diversity, Equity, Inclusion, and Accessibility: We embrace diversity of identity, age, experience, ability, and thought, and we are an equal opportunity employer. We are actively striving to create and support diversity, equity, inclusion, and accessibility in our staff, customers and strategic direction. We encourage veterans, those returning to the workforce for any reason, people of color, LGBTQ+ persons, differently-abled and neurodiverse people to apply to FP Goodwin, Co.