



### ***Warehouse Employee Job Description***

*Company: Spectrum Foods*

*Location: 3388 Pennsy Drive, Landover, MD 20785*

*Employment Type: Full Time, Hourly (Non-Exempt)*

#### ***About Spectrum Foods***

Serving the metropolitan Washington DC area, Spectrum Foods is a leading distributor of poultry, beef, and pork. Operating out of our 55,000 sq. ft. facility in Landover, Maryland, we strive to exceed the expectations of our customers and deliver the freshest products on time and at the most competitive price.

#### ***Position Summary***

The warehouse employees set the foundation for Spectrum Foods' success. Warehouse employees typically arrive to the warehouse sometime between 03:30 AM and 08:00 AM depending on their scheduled start and assist in preparing deliveries for the day until all orders have departed. After lunch, employees may continue to pull orders or be assigned to additional job functions that help the company conform to its' own internal standards, the standards of the United States Department of Agriculture (USDA), as well as prepare the company for success the next day. Specific warehouse functions will be assigned at the discretion of management.

#### ***Responsibilities***

- Pull inventory from stock locations and bring to the shipping area to prepare the products for delivery to customers.
- Lift items and cases of products in a safe manner while best fulfilling the needs of the company's customers.
- Prepare orders for delivery by restacking and shrink-wrapping pallets to ensure safe transportation.
- Unload and load trucks on an as needed basis using powered industrial equipment (PIT) in a safe efficient manner.
- Follow the directions of management to prioritize customer needs and best service all customers.
- Remove trash as well as clean and sanitize certain areas of the warehouse daily.
- Restock inventory after shipping to prepare for the following day.
- Operate powered industrial trucks (PIT) in a safe, efficient, and responsible manner.
- Work in a manner that is consistent with food safety practices to protect all consumers.

- Attend all required meetings of employees.
- Be available for overtime work, which is sometimes unannounced.
- Complete additional functions as required/needed by warehouse management.

### **Requirements**

- Ability to work in the United States of America and be E-Verified.
- Ability to read, write, and perform basic arithmetic.
- Ability to successfully follow directions and assignments as given by management.
- Ability to work effectively with others and as a member of a team or leader.
- Ability to lift up to 75 LBS.
- Ability to reach and lift products, in some situations, above your head safely.
- Ability to squat and lift products, in some situations, from the ground safely.
- Ability to safely operate powered industrial trucks (PIT).
- Ability to work in different environments (hot, refrigerated, freezing, wet, etc.).
- Ability to adapt to unique and different situations and work well under stress.
- Ability to remain on your feet, whether walking or standing in the same area, for up to 6-8 hours a day.

### **Preferences**

While not required for the job, the following requirements are preferred.

- Bilingual in English and Spanish.
- Warehouse Experience.
- Experience in the food service industry.
- High School Diploma or equivalent education (GED).

*Please contact Spectrum Foods Human Resources at (301) 322-8889 or [hr@spectrumfoodsinc.com](mailto:hr@spectrumfoodsinc.com) for more information regarding the position. Resumes may also be emailed to [hr@spectrumfoodsinc.com](mailto:hr@spectrumfoodsinc.com) or faxed to (301)322-8775.*

*Spectrum Foods is an equal opportunity employer and encourages a diverse workplace. We consider all applicants regardless of race, color, religion, nationality, sex, sexual orientation, disability, gender, gender-identity, or any other identifying feature of an individual or groups of people.*