



**WOMEN'S
BEAN PROJECT®**

Shipping Assistant (Program Participant)

Job Description

FLSA Status: Non-Exempt
Job Title: Shipping Assistant
Status: Full-Time, 36 Hours/Week
Pay Schedule: Hourly
Salary: \$15.00 per hour
Benefits: ECO Pass, EAP, Program Classes and Resources
Department: Production
Reports To: Shipping & Receiving Supervisor

Job Summary

Participants are enrolled in Women's Bean Project's transitional job readiness training program for 7 months. Participants work as Shipping Assistants in the Bean Project's dry food manufacturing and production and develop the transferable job skills and workplace behaviors required by entry-level employers. Participants attend weekly classes such as computer training, financial literacy, GED & academic remediation, planning & organizing, career coaching, resume writing, mock interviews, and networking. The goal is to equip and assist a Participant with the necessary skills to secure mainstream employment.

Essential Job duties

1. Fill customer orders by, picking product, verifying quantities, and prepping for shipping.
2. Perform quality control of finished goods.
3. Identify appropriate packaging and infill needed for products.
4. Record package weight, dimensions, and buyer.
5. Familiar with products and the layout of the warehouse and floor where products are stored.
6. Maintain stocked pull stations using FIFO (First In, First Out)
7. Keep the shipping area and warehouse well organized and free of clutter and debris.
8. Record and receive deliveries.
9. Operate pallet jack for deliveries and warehouse storage.
10. Download orders from sales channels and import into Dynamics GP.
11. Work in Star Ship to select packages for shipping and print packing labels.
12. Train Peers and volunteers in shipping and receiving.
13. Receive in raw materials, verify quantities received, and receive in items into Dynamics GP.
14. Filling in on the production floor as a Production Assistant, as needed.
15. General cleaning of the production and shipping areas, cleaning of break room and shared areas, cleaning bathrooms.
16. Other duties as required

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phone 303.292.1919

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address 3201 Curtis St.
Denver, CO 80205

Essential Requirements, Knowledge, and Skills

1. Ability to demonstrate attention to details and follow directions.
2. Ability to sit, stand, walk, squat, kneel, and lift for long periods of time throughout the day.
3. Ability to tolerate repetitive motions of hands, wrists, and arms.
4. Work with strong spices, orders, and allergen food products
5. Lift up to 50 lbs. and frequently move objects to/from production tables, racking systems, and pallets.
6. Able to write in English, read recipes, customer orders, instructions, SOP's and understand verbal directions.
7. Ability to do physical labor and other physical tasks within established standards of speed and quality.
8. Workers must be punctual and reliable.

Minimum Education Requirement

None

Environment

This position is in a manufacturing and production environment with concrete and hardwood flooring, general noise from machinery, and office lighting.

Acknowledgement

Other than the completion of marginal functions, all of the above duties and responsibilities are essential service position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position announcement is not all inclusive.

Women's Bean Project does not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact Human Resources.

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