



Job Title: Order Selectors and Warehouse Employees

Job Description: Responsible for all aspects of picking daily orders for accounts and Warehouse procedures

Reporting Structure: This position reports to the Day/Night Warehouse Supervisor and Assistant Warehouse Manager

Duties:

- ❖ Be able to read and understand order picking sheets
- ❖ Be able to use general warehouse equipment (hand jacks, power jacks and fork lifts)
- ❖ Have a general understanding of computer based inventory systems
- ❖ Know how to or be able to be trained to “build” pallets of product
- ❖ Have a general understanding of produce and produce quality
- ❖ Be able to communicate to supervisors on product quality and job duty understandings
- ❖ Work in an efficient and orderly manner suited to the business
- ❖ Work in a cold/refrigerated environment
- ❖ Know the policy of “FIFO” First In First Out product system
- ❖ Understand how to stage orders for the loaders to be able to load trucks in an orderly way
- ❖ Be able to communicate to the supervisor/manager in charge to ensure that the orders are being picked in the correct timeline to coincide with the way that the routes are leaving the warehouse
- ❖ Have a knowledge of food safety issues and be able to identify and communicate food safety issues to their supervisors
- ❖ Have general cleaning skills
- ❖ Perform related duties as required by supervision

Job Requirements and Definition:

- ❖ Have an open availability to work first, second and/or third shifts
- ❖ Extensive produce knowledge, including warehousing, storage and shipping
- ❖ Excellent organizational skills
- ❖ Ability to resolve conflict issues with employees directly reporting to this position
- ❖ Excellent interpersonal and communication skills
- ❖ Be a team player
- ❖ Follow quality service standards and comply with policies, procedures, rules and regulation

For any questions related to this or any other position, feel free to reach out to:

Daz DeGennaro, *Human Resources Manager*
609-345-3229 x129
DazD@SeashoreEast.com



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Employment Application

APPLICANT INFORMATION

Last Name				First			M.I.	Date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address						
Date Available				Social Security No.			Date of Birth			
Position Applied for							Desired Salary			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain							
If necessary for the job, I am able to:										
Work overtime?										
Provide a valid driver's license? YES <input type="checkbox"/> NO <input type="checkbox"/> State:										
(If you're applying to as a driver) Type of Driver's License: _____ Endorsements(s): _____										
Work the following shifts: ANY <input type="checkbox"/> DAY <input type="checkbox"/> NIGHT <input type="checkbox"/> SWING <input type="checkbox"/> ROTATING <input type="checkbox"/> SPLIT <input type="checkbox"/> OTHER: _____										

EDUCATION

High School				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
Other				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					

REFERENCES

Please list two professional references.

Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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Thank you for your interest in Seashore Fruit & Produce Co.
 Please email your completed application to DazD@seashoreeast.com
 or you may drop it off to us at 1344 NW Blvd Vineland, NJ 08360