



Job Description

JOB TITLE: Freezer Crew

Employment : At-Will
FLSA : Non-Exempt
Department : Cold Storage
Reports to : Victor Rubio, Director of Logistic
Prepared by : Cecilia Millan **Approved by:** Victor Rubio

Position Summary:

Responsibilities include management of daily receiving and shipping operations using FIFO and ensuring adherence to all procedures. Organization of all freezer areas including outside dock area to GMP standards. Coordinating dock movement in order to not run out of materials to supply production.

Essential Functions / Major Responsibilities:

- Safe performance of order picking, loading and product rotation in subzero environments.
- Knowledge and certification of forklift and electric pallet jack operation and safety.
- Insures all product released is fresh, clean and correctly matched with load out of assigned trucks, routes and invoicing.
- Once shipment has been processed collect shipping log, loading map and bill of lading and turn into the Inventory Manager. (All forms must be kept in good condition)
- Manage stock control: the self-assured receipt, storage, retrieval and timely delivery of goods; shipment loading & transferring; document recording.
- Planning, Organizing, and controlling of freezer overall operations.
- Follow up and control daily employee absence and overtime, all overtime must be approved in writing.
- Ensure workplace health and safety requirements(OSHA) are met.
- Responsible for the security of the building and product.
- Maintain housekeeping of the freezer and surrounding building.
- Physical counts of monthly inventory.
- Do not authorize the shipment of any product without the proper documentation of order form.
- Responsible for verifying product quality and that all shipments are placed in order with appropriate tags.
- Verify that all products that are being shipped were produced at least 72 hours before, if not must request written approval from supervisor to ship. Never ship any product that is on HOLD.
- Improve day to day operations of freezer as needed.

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- Be knowledgeable in Good Manufacturing Practices (GMP)
- Report and document any and all accidents by filling out adequate forms.
- Maintaining and keeping all freezer doors closed, make sure shipping and receiving areas are clean and free of product.
- Check and record using proper form freezer temperatures of facilities and shipment area for proper operations and report any deviation to supervisor.
- Inspect and check conditions of trucks before loading goods.

Report To:

Freezer Supervisor

Requirements:

Success in this position requires a self-motivated, enthusiastic team player, who excels in a fast-paced environment.

- Related experience of 1 to 3 years preferred
- Excellent and effective communication skills (both verbal and written)
- Math Skills – ability to add, subtract, multiply, and divide in all units of measure
- Basic computer skills
- Excellent time-management skills with the ability to multi-task
- Highly organized and detail-oriented
- Quick learner, a logical thinker and team oriented.
- Candidate will work in a freezer environment
- Employee management skills
- Certified to operate Forklift
- Bilingual (English/Spanish) is a plus.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to bend, twist, stoop, reach, climb ladders, lift materials up to 50 lbs., and move materials up to 600 lbs. using a pallet jack
- Working conditions are normal for an ice cream manufacturing environment
- Machine operation
- Safety equipment to include but not limited to eye safety glasses, hearing protectors, working boots, working outfit, face mask, and hardhats.
- Working in environment at a freezing temperature -20 below zero



- Employee works in freezer 3 x per week from 1 hour to 3 hours