



## Warehouse Team Member

### **Job Description**

Waterloo Brewing, the largest Canadian-owned and Canadian-based publicly held brewery in Ontario is looking for a Warehouse Team Member to join our warehouse and logistics team.

### **Key Objectives**

Reporting to the Warehouse Manager, the Warehouse Team Member is responsible for warehouse task completion ensuring efficiencies, quality, order integrity, and schedule attainment is met while safeguarding compliance to established policies and procedures.

### **Key Responsibilities**

- Operate lifting devices in a safe and efficient manner as license permits
- Ensure beer store returns (both full goods and empty glass) are offloaded and warehoused safely and efficiently
- Ensure documentation for returns is complete, verify date codes and reason codes for full goods returns, approve all valid incoming material, document any discrepancies and report to warehouse manager
- Enter return glass and full goods data to system for accurate inventory management
- Understand and demonstrate GMPs, FIFO principles
- Ensure all shipping documents are complete and accurate for outbound shipments
- Understand trailer loading patterns for physical dimensions and weight restrictions and apply knowledge to ensure trucks are loaded safely and legally
- Ensure all orders are accurately assembled, selecting out and reporting any product that does not meet quality standards
- Understand inventory management principles and be able to assist in month end inventory procedures
- Remove full goods from the palletizer in a timely manner, as to not impede packaging efficiency, make notice and address any quality issues, accurately document production quantity and warehouse full goods as directed
- Provide returned glass to the packaging infeed area in a timely manner, as to not impede packaging efficiency
- Other tasks and duties as assigned by supervision or management that may be required to ensure the continued success of the company
- Ensure material receipts are addressed promptly and accurately, including the notification of appropriate personnel
- Adhere to Plant Health and Safety Policies and Procedures.

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- Adhere to Legislated and Plant Policies and Rules
- Understand and demonstrate Waterloo Brewing Job Behaviour Expectations
- Follow Standard Operating Procedures (SOP) for assigned position or task.
- Complete all required paperwork while ensuring legibility and accuracy.
- Ensure compliance with Good Manufacturing Practices (GMP)
- Identify and act upon opportunities to continuously improve results.

### **Education, Skills and Experience**

- High School completion or equivalent
- 2+ years Warehouse experience
- Forklift license and/or experience an asset
- Must have excellent interpersonal skills.
- Meet the physical demands of a warehouse employee.
- Ability to work flexible shifts

### **Application Instructions**

Waterloo Brewing is an equal opportunity employer. We are committed to employing a diverse workforce and encourage all qualified individuals to apply.

Please submit your resume to [Careers@WaterlooBrewing.com](mailto:Careers@WaterlooBrewing.com) Please state "Warehouse Team Member" in the subject of your message.

We thank all applicants for their interest in Waterloo Brewing; however, only those candidates selected for an interview will be contacted.

**Agency calls will not be accepted**

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