



### **General Description**

The Box Filler works alongside the Distribution Clerk and is responsible for filling and providing Limited Distribution Boxes for daily workers.

### **Reporting**

This position reports to Distribution Clerk.

### **Time Commitment**

This position requires 1 day/week

1. Start time is 8:00 am.
2. This position must remain on the job until all team warehouse workers leave for the day.
3. Cut off and count boxes at 9:00 am.

*Any position working a minimum of 2 days/week, may remain on their current team or they may elect to join the warehouse team*

### **Key Responsibilities**

1. Organize, label and fill Limited Distribution Boxes; list quantity used.
2. Make sure that all team warehouse workers receive a Limited Distribution Box and that each box is evenly and fairly filled.
3. Keep refrigerated/freezer items in cooler until ready to leave.
4. Make sure all items are in useable condition.
5. When necessary, sweep and mop box filling station.
6. Account for maximum quantities for specialty items such as cheese, milk, coffee, ect.
7. Label all product.
8. Bag all produce that requires bagging.
9. Ensure all items are placed properly to avoid damage to other items.
10. Other duties as assigned.

### **Qualifications**

1. Knowledge of CGGI programs, policies, procedures, and practices.
2. Knowledge of basic math skills.
3. Effective internal customer service skills.
4. Effective communication skills
5. Ability to follow instructions
6. Ability to multi-task.
7. Ability to lift up to 30 lbs.
8. Attention to detail.
9. Positive attitude.