



Cooler/Freezer Control Person

General Description

The Control person is responsible for managing the GCCI coolers and freezer inside and out; inventory, quality control and record keeping.

Reporting

This position reports to Warehouse Leader

Time Commitment

This position requires 1 day/week

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. Check temperature in cooler/freezer and log every morning.
2. Work with Distribution Clerk for product and changes.
3. White Board charting and give to Distribution Clerk
4. Set the cooler/freezer up
5. End of the day give Reception a count on cooler/freezer space available.
6. Friday only set cooler inside for the next week..
7. Other duties as assigned.

Qualifications

1. Knowledge of general record keeping procedures
2. Knowledge of basic computer skills
3. Knowledge of GCCI programs, policies, procedures, and practices
4. Ability to work as a team player
5. Effective internal customer service skills
6. Effective communication skills
7. Ability to handle multiple tasks through to completion
8. Ability to resolve issues with and between others
9. Critical attention to detail
10. Positive attitude