

Atkins Farms Country Market

Warehouse Full Time Position

Department: Logistics

Work Schedule (may vary at times):

Job Status: Full Time

4 weekdays & 1 weekend day

Reports To: Logistics Supervisor

Valid Driver's License Required
Must be in good standing.

Vehicles used daily (Atkins provides training):

Box Truck Forklift Power Jack

Primary daily duties:

Shipping Receiving Warehousing

Job Requirements:

- Frequent lifting of heavy parcels, up to 50 pounds each.
- Receiving goods at dock and distributing them to proper departments.
- Operating forklift and power jacks daily.
- Driving box truck daily (D.O.T. physical required – provided by Atkins. No special license needed).
- Entering data into Excel spreadsheet.
- Shipping packages using UPS and USPS computer applications.
- Maintaining/ordering inventory on computer website.

Speed and efficiency are imperative when handling the packages, as most everything that passes through the Logistics Department is time-sensitive.

Dock area is warm/humid in the spring/summer and cool/cold in the fall/winter.

Warehouse is climate-controlled.