



JOB TITLE: 1st Shift Shipping/Receiving/Inventory Control Back Up
REPORTS TO: Warehouse Supervisor

LOCATION: Charlottesville
FLSA STATUS: Non-Exempt

Looking to start an exciting new career? Pepsi-Cola Bottling Company of Central Virginia offers an excellent, stable career opportunity for people just like you. We also offer benefits like medical, dental and vision insurance, paid time off, and internal growth opportunities. So keep reading!

JOB SUMMARY:

Pepsi-Cola Bottling Company of Central Virginia is seeking a full-time employee in 1st Shift Warehouse, Shipping and Receiving. 1st shift warehouse employees are responsible for assisting in a variety of warehouse duties, including shipping and receiving, unloading and loading trucks, fulfilling purchase orders, and keeping the warehouse stocked, clean and orderly in accordance with company and regulatory standards. They must be OSHA forklift certified and be able to safely operate forklifts and electric pallet jacks. This role will also serve as the Inventory Control Back up as needed.

PRINCIPAL FUNCTIONAL RESPONSIBILITIES:

- Unloads raw materials and unloads/loads incoming finished goods from other production facilities as well as our own
- Completes transfers—in, transfers-outs and purchase orders
- Safely operates forklift and electric pallet jack, and must maintain OSHA Forklift Certification
- Follows OSHA guidelines, to prevent injury to self, others, and damage of product while operating machinery
- Follows company policies and procedures in accordance with established regulations (i.e.: Good Manufacturing Practices, OSHA, FDA, PepsiCo and AIB Standards, FSSC 22000, etc.)
- Effectively communicate relevant information in a clear, timely and accurate fashion to other employees, management, and other departments.
- Operates warehouse handheld computers
- Assists in inventory and serves as back up to inventory specialist when inventory specialist is unavailable

ESSENTIAL QUALIFICATIONS AND SKILLS:

- High school education and/or GED equivalent preferred
- Must be at least 18 years of age or older to operate machinery
- Able to work prolonged periods of time in an environment with fluctuating temperature ranges
- Able to stand prolonged periods of time
- Able to frequently lift/move up to 40-50 pounds with or without assistance

Family owned and operated since 1908, Pepsi-Cola Bottling Company of Central Virginia is an Equal Opportunity Employer.