

# Part Time Order Selector – College Students

**Job Title:** Part Time Order Selector

**Department:** Warehouse

**Location:** Modesto, CA

**Schedule:** TBD

## Supervision:

- Reports to Warehouse Shift Supervisor
- Work schedule is directed by the Warehouse Lead persons
- Executes work under direction or established procedures 90% of the time; works independently setting priorities and work schedule 10% of the time.

## Primary Purpose:

Use of the material handling equipment and the warehouse management system to build pallets of product for shipment, receive product into the warehouse, put away product in the fill locations and replenish product into home slots.

## Essential Duties:

- Safely and efficiently utilize the warehouse material handling equipment
- Utilize RF units and pick tickets, and receiving documentation.
- Ability to build stable, well-built accurate pallet loads for shipment, understanding the pallet layers, heights, and counting methods used when working with pallets of product.
- Read and understand product descriptions, packaging and pick ticket messages.
- Ability to consistently meet established company production and service level standards.
- Understanding of the operations clerk, order selector, and dock worker duties as they apply to the order selector position.
- Utilize good housekeeping processes.
- Utilize warehouse processes to minimize damage and other wastes.

## Occasional Work Performed:

- Inventory counting.
- Temporary assignment to opposite warehouse.

## Safety Responsibility:

Assumes responsibility for the workplace safety of self and co-workers, and for the safety conditions of the work location.

## Working Conditions:

- Temperature extremes: hot and humid temperatures and/or below 0 degrees temperature.
- Night/ weekend shift work.
- Occasional overtime as necessary to meet production schedules.

## Requirements:

- High School diploma or general equivalency degree required.
- Must be at least 18 years of age

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- Must meet minimum requirements on pre-employment testing, including physical ability tests.
- Ability to lift up to 60 pounds continually during shift.
- Ability to consistently meet minimum production standards and company service levels.
- Must obtain Electric Pallet Jack and Narrow Aisle license and forklift certifications during initial training phase.
- Sufficient vision and hearing necessary to operate powered equipment safely.
- Basic ability to read, speak, and comprehend the English language.
- Ability to work in below zero freezer temperatures for extended periods of time.

**Posting:** This information will be posted on company bulletin boards until August 10, 2015

**To Apply:** to apply for this or other open positions, please visit [www.dotfoods.com](http://www.dotfoods.com) and use the following information:

- Click the 'Careers' link box in the middle of the page
- Use the 'Careers' link at the top or bottom of the web page or the 'Search Jobs' or 'Log In' links on the right side of the page (current Dot/ DTI employees, scroll to the bottom of the web page and use the 'Employee Links' option)
- If you choose 'Search Jobs', you can search all jobs at all locations or search for a specific position by key word, job field, location or organization.
- On the job search page, you can review all the open positions and specific job descriptions and create an application through the 'Apply' link on the job postings in which you are interested.
- Once you click on the 'Apply' link for a specific position, you will set up a user name and password to start the application process.
- On the job search page, you can create your application through the 'My Jobpage' tab or use the Sign In option at the top right of the page or scroll down farther on the page and use the candidate link on the right-hand side of the page to create an application.

**Current Dot/ DTI employees, please note the following:** To apply for this or other open positions, please visit [www.dotfoods.com](http://www.dotfoods.com) and use the following information –

- Click the 'Proceed to Dot Foods Homepage' button near the top of the page
- Scroll to the bottom of the web page and use the 'Employee Links' option
- Click 'Job Postings/ Applications' under the 'Employee Links'; this will bring up a new page to search for open positions.
- If you have an application/ resume in the on-line application system, please make certain it is updated with your most current information before applying to posted positions.
- Current Dot Foods/ Dot Transportation employees must have manager approval and must meet minimum job requirements before applying to positions.

**Please contact HR Recruiting/ Staffing with questions.**