



Production and Warehouse Associate Job Description

ABOUT US

Green Shutter is an innovative beverage solutions company that operates a warehousing & blending facility focusing on tea, coffee & botanicals. Our business is new, but our story rich, vibrant & cherished, much like our beverages.

The roots of GS can be traced back to the roaring city of New Orleans, which we still call home today. Established and owned by the distinguished Westfeldt family, GS is an extension of their ongoing passion & commitment to quality beverages, community & disruptive innovation. As highly successful coffee entrepreneurs for over 150 years, GS adds a new 21st century chapter in world class customer service, exceptional quality, and exciting beverage experiences.

POSITION SUMMARY

We are looking for a highly motivated Production and Warehouse Associate with the desire to make an impact on a novel business. The PWA will participate in the day to day operation between two warehouses (40,000 and 49,000 sqft) and our production department. Services at these warehouses include loading, unloading, and storing bulk green coffee beans, tea leaves, and botanicals. Within the production department the PWA will be assisting in producing bulk tea blends by adding ingredients to the blender and packaging blends through our packaging line. The PWA will have to be comfortable with loading and unloading green coffee bags, which is a physically demanding job. This position will require a keen eye to inspect product as you load and unload trucks at our docks.

The Production and Warehouse Associate will hold responsibilities that include, but are not limited to, the following:

- Operating forklift to move large pallets of product throughout warehouse and onto racking system
- Inspect trucks for inbound and outbound shipments to ensure product safety
- Inspect Product prior to loading and unloading for damage, integrity, weight, count, and safety concerns.
- Unload product from trucks to store in warehouse, including green coffee by hand which is a physical task.
- Maintain cleanliness of warehouse space, cleaning spills and doing routine maintenance.
- Organize and stage product at loading docks for outbound shipments
- Shrink wrap pallets of product
- Repair or repackage damaged product
- Pull and stage ingredients on pallets prior to production
- Load ingredients into the blender hopper
- Run blends through the packaging line, palletizing bags of product
- Participate in cleaning and sanitizing production room and equipment

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each job specification satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma
- 1-3 years practical warehousing experience OR
- 1-3 years production or manufacturing experience
- Forklift Experience Required
- OSHA approved forklift operator certification is a plus
- Team player with organizational skills
- Ability to lift or move heavy product up to 50lbs.
- Self-starter with a desire to create programs and processes from scratch
- Strong work ethic with the ability to learn and adapt quickly to new challenges
- Fluent in English
- Comfortable working / relocating to New Orleans

LANGUAGE SKILLS

Fluency in English is a requirement and Spanish is a plus (read/write/translate).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee must:

- Frequently walk and sit.
- Operate a forklift and pallet jack
- Lift bags of product up to 50lbs. and lift in tandem with coworkers to move product over 50lbs.
- Must be physically able to safely ascend to heights, be able to bend, crawl and move safely and freely around machinery and building without assistance.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is:

- Exposed to regular Warehouse and Office Environment
- Exposed to processing, warehousing, and commodities manufacturing
- Required to be based in New Orleans, LA

- If not a US citizen, you are required to maintain work authorization independent of company sponsorship

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the job incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and behaviors required to perform the job.