POSITION TITLE: Shipping Temporary Helper

REPORTS TO: Distribution Superintendent, Shipping Crew Leader

PAY RANGE: $11.11

SUMMARY: Responsible for at least two of the following: pick orders, pack orders, set making, boxing, and shrink wrapping.

ESSENTIAL FUNCTIONS OF THE JOB:

I. Pick orders
II. Pack orders
III. Set making
IV. Boxing
V. Shrink-wrapping
VI. Maintain regular attendance at work.
VII. Comply with Pacific Press employee handbook guidelines.
VIII. This job description is not intended to be all-inclusive; the Shipping Temporary Helper will also perform other reasonable related business duties assigned by the Distribution Superintendent and Shipping Crew Leader.

EXPERIENCE: No mailing/shipping experience is needed

EDUCATION: Ability to read, write and communicate in English

PHYSICAL REQUIREMENTS: Able to lift up to 40lbs. on a regular basis, and occasionally up to 50lbs. Be able to stand on or walk for most of the day.