

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

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.