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a golden state foods company

Warehouse Associate

Employer

KanPak
1016 S Summit St,
Arkansas City, KS 67005
620-442-6820

Job Description

KanPak® is a global leader in the development and manufacturing of the very best beverage, yogurt and dessert solutions. Aseptic technology is at the heart of many products we create, allowing all KanPak® products to ship and store without refrigeration for up to 12 months, but it's our state-of-the-art beverage manufacturing capabilities and exceptional customer service that really set us apart from competitors.

Coffee beverages, creamers, yogurt, frozen desserts, and specialty beverages – no matter what kind of product you're looking for, we can deliver. Our aseptic processing and packaging makes our solutions more convenient, efficient and environmentally friendly.

We are seeking an energetic, skilled **Warehouse Associate** for our facility in Arkansas City, KS.

Hours:

Compensation:

Job Type: Full-time

Job Summary:

Warehouse/staging area associates receive, select, store and load products and/or materials. Safely operate all material handling equipment. Accurately complete all associated paperwork and maintain a clean work area consistent with company standards. Plays a crucial role in ensuring the smooth and efficient operation of the warehouse/staging area by assisting in receiving, organizing, picking, packing, and shipping products. The ability to work in a team, follow safety guidelines, and maintain an organized environment.

Responsibilities:

- Coordinate KanPak Quality activities and operations to meet objective for quality, food safety, integrity, regulatory compliances, cost, safety and customer satisfaction at KanPak
- Participate in formulating and administering division's short and long range goals and objectives for business growth
- Responsible for operating a forklift to move, locate, relocate, stack, and reconcile production.
- Operator is accountable for the safe and efficient operation of forklift.
- Unload inbound shipments safely and move material to proper storage location.
- Ensure all transactions are scanned and recorded accurately, to reflect a correct inventory position at any time. These include shipments, donations, product loss and damage.
- Inspect shipments for damage or discrepancies and report any issues to the supervisor.
- Ensure products are properly labeled and identified upon receipt.
- Accurately store products in the correct location within the warehouse/staging area to ensure efficient organization and accessibility.
- Assist with inventory tracking and management, including counting stock and updating inventory systems.
- Reviews operations and plans to meet requirements for sales planning and to ascertain manufacturing or outsourcing requirements to develop new markets.
- Pick and pack orders based on customer requirements or internal orders, ensuring accuracy and timeliness.
- Prepare and label products for shipment, ensuring packaging meets quality standards.
- Keep the warehouse/staging area clean and organized by regularly sweeping, disposing of trash, and maintaining a tidy workspace.
- Follow all safety protocols and guidelines to ensure a safe working environment for yourself and coworkers.
- Report any equipment malfunctions or safety hazards to the supervisor immediately.
- Operate warehouse/staging area machinery, including forklifts, pallet jacks, and hand trucks, safely and efficiently to move materials.
- Maintain certification for forklift or other heavy equipment operations, if required.
- Performs other duties as assigned

Responsibilities related to the Job/Specific Site:

Social Responsibilities:

- Maintain compliance with KanPak/GSF Code of Business Conduct, policies and procedures, management systems, and all applicable Environmental, Health, Safety and other regulations
- Act according to KanPak's Creed & Values

Manager Responsibilities:

Required Qualifications and Knowledge:

- High School Diploma or GED equivalent required
- Six months to one year's experience or equivalent employment.
- Specialized training in forklift operations.

Preferred Qualifications:

Travel Requirements:

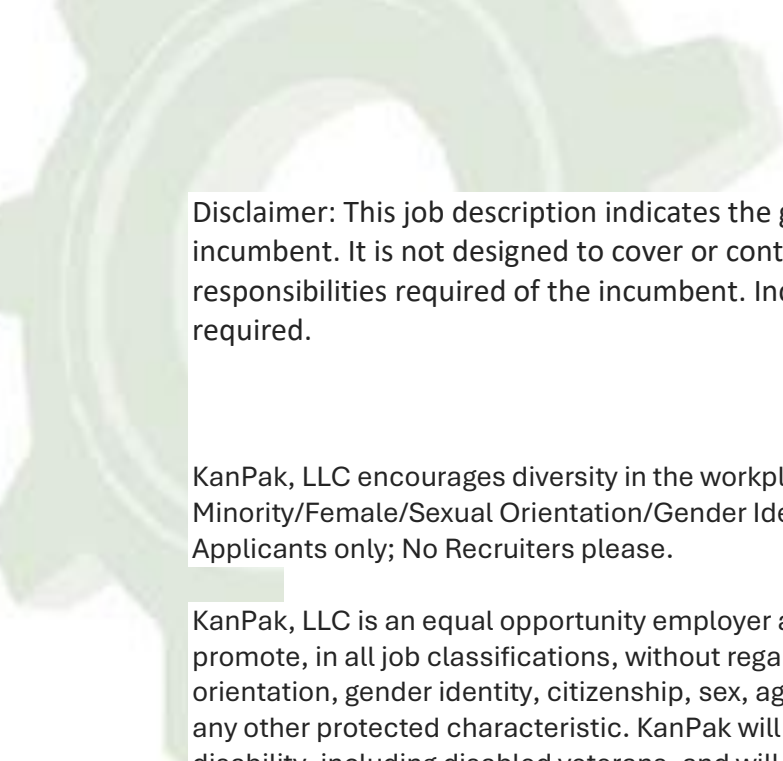
Competencies/ Job Skills:

- Must have excellent communication skills.
- Basic computer skills. (Email, Word, and Excel)
- Must have strong problem-solving skills.
- Must be a self-motivated individual.
- Ability and willingness to work well with others and be a team member.
- Must practice safe work habits.
- Work collaboratively with production and other departments for optimum efficiency.
- Must show enthusiasm, initiative, and pride in work.
- Maintain confidentiality of highly sensitive information.
- Demonstrated Time Management and ability to multi-task

Knowledge of (B/basic; J/journey; E/expert):

Physical Activity Requirements:

The physical demands 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 regularly required to sit and talk or hear. The employee is frequently required to stand and walk. The employee is frequently required to climb up and down stairs. The employee is occasionally required to use hands to fingers, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.



Disclaimer: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

KanPak, LLC encourages diversity in the workplace; we are an Equal Opportunity Employer. Minority/Female/Sexual Orientation/Gender Identity/Disability/Veteran Applicants only; No Recruiters please.

KanPak, LLC is an equal opportunity employer and, as such, affirms to recruit, hire, train, and promote, in all job classifications, without regard to race, religion, color, national origin, sexual orientation, gender identity, citizenship, sex, age, veteran status, disability, genetic information, or any other protected characteristic. KanPak will not discriminate against persons because of their disability, including disabled veterans, and will make reasonable accommodations for known physical or mental limitations of qualified employees and applicants with disabilities.

Application Instructions: [Here](#)

