
WAREHOUSE WORKER 1 – Up to 5 Positions (AFTERNOON, DAY AND OVERNIGHT WEEKDAY SHIFTS)

Part Time Employment Opportunity

Reporting to Management Supervisor, Distribution Centre, the Warehouse Worker I may be assigned to assemble outgoing liquor orders, maintain equipment and the Distribution Centre and load or unload Trucks in the areas of shipping, receiving, and/or Repack.

Duties:

- Assess order to determine logical picking sequence based on Distribution Centre layout - slot number and quantity.
- Accurately pick items for the order, build and secure cases for loads, and operate all machinery, in a safe and timely manner.
- Identify broken or damaged cases and call Quality Control Inspector to remove/repair.
- Report missing product and breakages to Management Supervisors.
- Confirm picked cases from the picklist with an RF hand-held scanner.
- Meticulously fill out pallet license plate for every pallet picked with store name, cases on pallet, shipping day, etc. as instructed.
- Deposit completed orders in the appropriate staging area of the Distribution Centre.
- Remove empty pallets once the last case is taken from the pick location.
- Accurately pick repack orders for assembly with rest of order.
- Perform daily pre-shift inspection on machines.
- Operate hand jacks and electric pallet movers in a safe and responsible manner.
- Report any issues with power equipment to Management immediately.
- Maintain cleanliness in the Distribution Centre by cleaning up assigned equipment daily at shift-end.
- Unload product onto pallets ensuring proper pallet patterns are utilized.
- Use pallet jacks to load trucks making efficient use of available space.
- Act in positions of higher classifications as directed.
- Participate in cycle counts.
- Follow all established Distribution Centre procedures as directed.
- Perform other Distribution Centre duties as assigned.

Primary Qualifications:

- High School (Grade 12) Diploma or G.E.D. equivalent.
- A working knowledge of warehousing operations and Universal Product Coding.
- Maintain a valid license for pallet truck.
- An ability to operate hand jacks and electric pallet jacks in a safe and responsible manner.
- An awareness of proper lifting techniques and safe materials handling procedures.
- One (1) month of prior Distribution Centre experience.
- Must be physically fit and capable of performing all duties of the position as determined by a physical/medical assessment.
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.

Secondary Qualifications:

- One month of prior Distribution Centre experience, plus one month of on the job experience
- Bilingual (French/English) language skills.

**** Manitoba Liquor and Lotteries is committed to Diversity, Equity and Inclusion. We strive to hire a workforce that reflects the community we serve. Employment equity will be considered therefore applicants who identify as women, Indigenous people, members of racialized groups, and persons with a disability are encouraged to apply.*

If you require an accommodation at any time during the recruitment process, please let us know how we can meet your needs.

Salary: \$15.51 (current rate)
\$17.81 (as of October 1, 2023)

Bargaining Unit: MGEU

Location: King Edward

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to careers@mbl.ca

All applications are due by September 21, 2023.

We thank all interested applicants, however, only those selected for interviews will be contacted.