



<b>Job title</b>	<i>General Warehouse Laborer</i>
<b>Reports to</b>	<i>Warehouse and Production Manager</i>
<b>Classification</b>	<i>Non-Exempt</i>

## **Job Purpose**

The General Warehouse Laborer position will make L.H. Hayward THE low cost/high quality producer of Camellia Brand Authentic New Orleans Cuisine bringing its products to customers in all 50 states in 5 years by performing various warehouse tasks and functions.

## **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs sanitation control of the warehouse and grounds around building.
2. Ensures stored inventory are in good condition.
3. Labels, stacks, packs, wraps and sorts product as needed.
4. Loads containers accurately as needed.
5. Assists in unloading trucks as needed.
6. Assist supervisors and other warehouse personnel as needed.
7. Completes assigned tasks accurately and within the time allotted.

## **Performance Standards for L.H. Hayward & Company L.L.C**

As a team, Camellia players will demonstrate the ideals of these standards as a key and integral role in pushing Camellia Brand into all 50 states of distribution within a time span of 5 years or less:

1. Being a key contributor to how the company will reach 50 states within 5 years.
2. Willing to enhance the performance of others around who request or expects my help and support.
3. Developing myself into the next leader for our company.
4. Dedicated to meeting the expectations and requirements of both internal/external customers.
5. A significant contributor to a Zero-Defect culture.
6. Continually, meets performance goals successfully.
7. Able to stay in the mode of learning, constantly improving knowledge and skill.
8. Determined to find a better way.
9. Dedicated to becoming the go-to person in your department with knowledge and experience others seek out.
10. Consistently doing what needs to be done, no matter what.
11. Strives to be the one who pushes self and others for exceptional results.



12. Realizes that tasks are not necessarily accomplishment. Uses accomplishment to meet goals.
13. Overcomes conflict and disagreement through skillful conversation and a desire to create a pleasant working environment. Improves skills in this area by practicing.
14. Relentlessly pursues a reduction in excess costs and expenses.
15. Makes your supervisor successful by being their most valuable player, with competence and unyielding pursuit of excellence.
16. Makes your contribution paramount and missed when not at work.
17. Owns the goals of the company as the goals of myself.
18. Rejects complacency within yourself and those around you.
19. Listens to and explores the ideas of others with genuine curiosity.
20. Works to be the best teammate possible.

## Competencies

1. Autonomy.
2. Ability to meet physical demands of position.
3. Customer/Client Focus.
4. Goal oriented.
5. Has positive attitude.
6. Takes responsibility.
7. Flexibility.
8. Attention to Detail.
9. Effectively works as a team.
10. Good hygiene.

## Qualifications

1. High school diploma.
2. Ability to keep accurate records.
3. Ability to read, write, and communicate in English.
4. Ability to learn various processes.
5. Ability to learn the production process relative to how the various sizes of beans must be packed and stacked onto pallets.

## Supervisory Responsibility

This position has no supervisory responsibility.

## Work Environment

This position will work primarily in the warehouse. Noise levels are high and hearing protection is available, though not required.

## Physical Demands

This position is extremely physical requiring full range of body movement; ability to lift more than 100 pounds for long periods from time to time; must be able to sit and stand



for long periods throughout the day; uncompromised hearing and vision to include color; and, good hand-eye coordination.

### Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 4:00 p.m.

### Travel

No travel is required for this position.

### AAP/EEO Statement

It is the policy of L.H. Hayward & Company to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status, genetics, or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, reduction in force, termination and all other terms and conditions of employment.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This job description is not an employment contract.

### Acknowledgment

I have reviewed the above job description and believe it to be *accurate and complete*, and I can successfully fulfill each duty or task. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date