



<b>Job Title:</b>	Distribution Associate – Meal Clerk
<b>Department:</b>	Delivery & Distribution Department
<b>Reports to:</b>	Distribution Supervisor
<b>Primary Location</b>	Delivery & Distribution Department

<b>FLSA Status</b>	Non-exempt; Full Time
<b>Prepared by</b>	DW/ARH
<b>Approved by</b>	ARH
<b>Date</b>	01.04.21

**Basic Function:**

Primary function of this position is distributing and organizing prepared meals for high-volume delivery.

**Essential Duties and Responsibilities:**

- Ensure that product in freezer is stocked, rotated and organized
- Fulfill specific client product orders in commercial cooler
- Place specific client orders in finalized groupings in real time
- Follow food safety guidelines
- Maintain inventories of product levels
- Cleaning production spaces
- Work with all staff to provide the best culture and working standards for MOWWM
- Other duties as assigned by management

**Skills**

- Able to multi-task and/or switch job duties quickly
- Able to work in a fast-paced environment
- Must work well in groups
- Good verbal communication skills
- Ability to work with minimal supervision
- Ability to focus for sustained periods of time
- Attention to detail
- Basic math and counting skills
- Capable of working in cold temperatures for long periods of time

**Physical Demands**

- Ability to lift 50 pounds
- Sustained periods of time on one’s feet
- Continual bending, kneeling, twisting
- Continual work inside commercial cooler and freezer

**Work Environment**

- Work environment will have a moderate level of noise
- Required to work inside commercial cooler and freezer for majority of shift

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**Disclaimer**

- The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The listed duties may be changed at the discretion of the incumbent’s manager/supervisor.

I certify that I am able to perform the functions of this job with or without accommodation. I have received a copy of this job description.

- Are there any job tasks or functions of this job you are unable to perform?  Yes  No

If yes, explain: \_\_\_\_\_

- Do you need accommodation to perform any functions or tasks of this position?  Yes  No

If yes, explain: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*\* All qualified candidates will receive consideration for employment without regard to race, creed, color, religion, national origin, gender, gender identity, sexual orientation, disability, marital status, height, weight, or age. \*\**