

## **Standard Job Description**

**POSITION: LIST WRITER**

**DEPARTMENT: SHIPPING**

### **JOB SUMMARY:**

The List Writer is responsible for ensuring the flow racks are full and the pickers do not run out of product.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Continually walk throughout the entire scheduled shift
- Lift 15lbs. to a height of 6 feet
- Accurately count flow rack locations
- Write legibly
- Communicate effectively with supervisors and co-workers
- Maintain a healthy and safe work environment

### **REQUIRED EXPERIENCE AND ABILITIES:**

- Ability to multi-task and perform different jobs as needed
- Ability to work at a fast pace
- Ability to stand/walk throughout the entire scheduled shift
- Ability to work as a team player