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# Example of Order Selector Job Description

Our growing company is looking to fill the role of order selector. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for order selector

* Assuring cases/bins selected agrees with description/bins on customer orders, stacking products to avoid damages and positioning cases so identification is visible
* Pack and unpack items to be stocked on shelves in stockrooms, warehouses
* Store items in an orderly and accessible manner
* Build pallets that will be able to travel a long distance in a truck
* Select and palletize produce, meat, frozen food and dairy orders for shipment to retail stores accurately
* Follow good sanitation practices
* Maintain and safely operate all assigned equipment, including but not limited to pallet jack,RFunit, and personal protective equipment
* Retrieve orders according to quantity, size ensuring accuracy
* Re-stock inventory manually or with warehouse equipment
* Keep records of completed orders

## Qualifications for order selector

* Must be able to pass a pre-employment aptitude test, background check, and drug test
* Must have strength and endurance to continually lift cases weighing from 75 to 100 pounds throughout up to a 10+ hour shift
* Must be able to work in varying temperature ranges in the department
* Stack the merchandise as it is received
* Load/Unload containers
* 6 months related experience (ie