

# Quick Employment

Warehouse Dispatcher: Direct hire \$24.75 - \$25.75/hr. Sunday – Thursday 4:00 am- 1:00 pm.  
Downtown Cleveland, OH 44115.

**Job Summary:** Arrange trucks in order of locations opening to deliver fresh fruits and vegetables to service retail and food distributors within a 250-mile radius of Cleveland. Using forklifts and pallet jacks to load trucks. Assist the warehouse managers and supervisors in maintaining inventory and delivering products orders based on location opening times.

## **Job Duties:**

- Load fresh fruits and vegetables, onto forklifts and pallet jacks in an efficient and timely manner
- Stock products and maintain inventory
- Report to supervisors the products that are needed
- Keep work area and equipment clean
- Perform other warehouse duties as needed

## **Qualifications:**

- Ability to work in a fast-paced environment
- Must be knowledgeable of the warehouse dispatcher duties
- Report to supervisors the products that are needed
- Ability to read and interpret delivery forms and purchase orders
- Basic math skills for counting inventory
- Ability to follow instructions
- Must be able to communicate with staff and truck drivers and office staff

## **Physical Requirements:**

- Ability to lift/move/maneuver up to 55 lbs. using forklifts
- Ability to push/pull carts of stock throughout the facility using forklifts
- Frequent standing, walking, bending, stooping, lifting, and reaching

## **Minimum Experience:**

- Ability to pass a drug test.
- Ability to pass a background check
- Three (3) plus years or warehouse experience