Each job and responsibility at Dillanos Coffee Roasters is entirely based upon our mission statement and core values. These are more than rules or guidelines. They determine whom we are, how we are perceived and remind us of why we are here. First and foremost before any single responsibility, these values must be protected and maintained.

Mission Statement

Help People
Make Friends
Have Fun

Core Values

We Must:

1. ALWAYS POSSESS HONESTY, INTEGRITY AND LOYALTY
2. GIVE OUR CUSTOMERS MORE THAN THEY EXPECT
3. BE CREATIVE AND RESOURCEFUL
4. OPTIMIZE OUR FINANCIAL RESOURCES
5. NEVER STOP LEARNING AND GROWING
6. EMBRACE CHANGE AND REEVALUATE SYSTEMS
7. COMMUNICATE CLEARLY AND OPENLY
8. RECOGNIZE INDIVIDUAL AND COMPANY SUCCESS
9. PROTECT OUR COMMITMENT TO QUALITY
10. BE FRIENDLY AND HAVE A SENSE OF HUMOR
11. SERVE OUR COMMUNITY AND EACH OTHER
HUMAN RESOURCES

RECEIVING & STOCKING – JOB DESCRIPTION

OVERVIEW:
The main responsibility of the Receiving & Stocking position is receiving inventory and stocking on shelves using both a sit down and stand up forklift.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• Receive product off incoming trucks.
• Practice safe lifting and picking procedures.
• Assist with inventory counts.
• Adhere to standard product inventory picking and receiving controls.
• Maintain clean, orderly work environment.
• Demonstrate effective time management skills including prompt arrival time for scheduled shifts, and daily task management.
• From time to time pick customer orders.
• Assist other operations departments when necessary.

JOB KNOWLEDGE, SKILLS, AND ABILITY REQUIREMENTS:

• Previous warehouse experience preferred, but not required.
• Forklift experience preferred, but not required.
• Attention to detail and organized.

PHYSICAL DEMANDS:

• Continually required to sit, stand, bend, and lift up to 60 lbs.