

Job Title: **OPERATIONS SUPPORT CLERK**

SUMMARY

Under general supervision, is responsible for executing the physical and administrative tasks pertaining to all storeroom activities, all shipping and receiving activities, all food ingredient warehouse activities, component and material inventory activities, mail handling activities and supporting general site and facilities functions while providing Outstanding Customer Service.

ESSENTIAL FUNCTIONS

INGREDIENTS

- Maintain and improve ingredient control for site.
- Maintains and adheres to all storeroom logs.
- Maintains all ingredients to Food Safety standards and follow all Food Safety policies and procedures.
- Issues/Un-issues all ingredients for work orders.
- Conducts ingredient delivery inspections.
- Processes requests and receipts of ingredients among Gallo sites including execution of pickups and deliveries as required.
- Picks and stages ingredients for work orders; tracks CoA's relating to receiving, stocking and record keeping; addresses ingredient holds due to missing or incorrect CoA.
- Determines the accuracy of lot numbers for ingredients and work orders.
- Conducts inventory on ingredients that have passed their expiration date or have spoiled; reconciles ingredient usage versus work orders.
- Receives all deliveries (including chemical deliveries, harvest ingredients, barrels), calls vendors regarding missing items, rush orders, and returned parts.
- Completes out debit memos on returned merchandise.

MRO

- Maintains First-In-First-Out of all inventory stock.
- Conducts cycle-count inventories.
- Engages in inventory management and reporting, identifies issues and drives resolutions.
- Orders parts and materials as required.

SHIPPING / RECEIVING

- Engages in curtain van / other truck loading and unloading.
- Checks carriers in and out of facility.
- Reconciles bottling work orders and components as required.
- Conducts WMS clean-up and the returning components to the Modesto facility.
- Manages the inbound/outbound shipping of all packages which include sanitation samples, environmental samples.

SITE

- Perform Winery Walk as assigned, includes chemical inventory monitoring and ordering, storm water BMP monitoring and upkeep and other general tasks.

- Maintains GMP and 5 “S” responsibilities within the Storeroom and throughout the winery.
- Executes SWPPP inspections / samplings and Wastewater inspections and samplings, as required by location.
- Covers bottling filler room for breaks and lunches, as required by location.
- Serves as a trainer for forklifts and aerial lifts, as required by location.
- Maintains satisfactory attendance, to include timeliness.
- Responsible for understanding and complying with applicable quality, environmental and safety regulatory considerations.
- This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- High school diploma or State-issued equivalency certificate plus 1 year of inventory management, shipping/receiving, or operations support experience.
- Skilled in the use of MS Office, MS Outlook, and MS Excel at a basic level.
- Skilled in basic computer, math and communication skills.
- Required to lift and move up to 50 pounds.
- Required to undergo and obtain onsite forklift certification.

PREFERRED QUALIFICATIONS

- High school diploma or State-issued equivalency certificate plus 3 years of inventory management, shipping/receiving, or operations support experience reflecting increasing levels of responsibility.
- Knowledge of WMS and SAP software.
- Skilled in typing, data entry and ten-key use.
- Skilled in the use of GUI (Graphical User Interface).
- Skilled in working with people at all levels of an organization.
- Skilled in conflict resolution.
- Skilled in managing a variety of tasks simultaneously.
- Skilled in setting priorities in a dynamic environment.
- Experience working in a team environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. Required to lift and move up to 50 pounds. The employee is occasionally required to sit; walk; climb or balance; stoop, kneel, crouch, or crawl. Specific vision requirements include close vision, distance vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.