

Job Title: Warehouse Helper
Location: Brooklyn, NY
Department: Chinatown
Reports to: Chinatown Store Manager
FLSA Status: Non-Exempt
Salary: \$17.49/hour
Working Hours: 7 AM – 4 PM, 5 day work week, but if understaffed, may need to work 6 days
Benefits: Medical/Dental/Vision, 401k, Flexible Spending, Pre-tax commuter benefit, basic life and AD&D, PTO, Holidays, Employee discount

JOB PURPOSE: The Warehouse Helper is responsible for helping with incoming and outgoing deliveries.

ESSENTIAL JOB FUNCTIONS:

- Receive incoming products and prepare outgoing products for delivery
- Load and unload store products
- Organize and store products in storage area
- Keep storage area clean and tidy
- Make local deliveries using handtruck. Must be able to push at least 100lbs on the handtruck.
- Other production duties as assigned by the manager

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:

- Dependable and responsible
- Ability to stand for long periods of time
- Chinese speaking, reading, and writing required
- High School diploma or GED Preferred

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 regularly required to sit, walk; talk and hear; use hands and fingers to handle and feel, to operate a computer and telephone keyboard; reach with hands and arms; stoop, kneel, crouch, or crawl.
- May occasionally lift up to 50lbs
- Must be able to push 100 lbs
- Ability to work outside in all weather conditions
- Ability to work in a confined area.

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.*

JOB DISCLAIMER: *This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*