



**KLEINPETER FARMS DAIRY, L.L.C.**  
14444 AIRLINE HIGHWAY, BATON ROUGE, LA 70817  
(225) 753-2121

Job Description

**Overnight Warehouse Order Selector 10:00pm – 6:30am**

**FLSA Status: Nonexempt**

**Reports to: Dock Manager**

**Position Summary:**

- Our Order Selectors are responsible for accurately selecting, loading and stacking full milk cases on pallets and loading Transport Trailers. This position requires working in an environment where temperature is maintained at 35-40 degrees Fahrenheit.

**Job Duties & Responsibilities:**

- Perform duties such as manual lifting, pulling of milk crates, pallet wrapping and palletizing milk cases.
- May use forklift to move product around cooler (authorized personnel only)
- May use hand-held computer device (authorized personnel only)
- May use pallet jacks (manual or electric)
- Ensure proper code date rotation on all milk cases
- Ability to pull orders for routes and customers (pick list)
- Ensure work area is kept clean during and after shift
- Performs other related duties as assigned by Manager/Supervisor

**Job Requirements:**

- High School Diploma or equivalent desired
- Must be able to lift and/or move up to 50 lbs, frequently lifting and/or moving product above shoulder height and manually stacking and moving cases up to 7 high
- Current forklift or pallet jack experience desired
- Must be able to work flexible hours including overtime, weekends, and holidays

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Employee Signature

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Date