



Taste True Tea  
427 E Stewart Street, Milwaukee, WI 53207  
[www.rishi-tea.com](http://www.rishi-tea.com)

### **Job Description and Duties of Warehouse Assistant**

Department: Warehouse

Reports to: Warehouse Manager

Schedule: Monday through Friday, possible occasional Saturdays. 7 am to 4 pm.

#### Physical requirements:

- Walk, stand, lift, push and pull for the entirety of the work shift.
- Ability to lift up to 75 pounds. Anything heavier must be assisted.
- Ability to push and pull several hundred pounds on carts and pallets.

#### Skills:

- Operate forklift in safe manner;
- Attention to detail;
- Time-management and prioritization skills
- Process returns in a timely manner to ensure customer is refunded quickly and product is re-stocked on shelf
- Adapt and react to changes in work flow/needs;
- Prepare all outbound LTL shipments based on customer requirements and schedule pick-ups to meet deadlines
- Physically and virtually receive all inbound tea, herbs/spices, oils, packaging supplies, marketing material, etc., pull QC samples and provide paperwork, label all product accurately, and slot in warehouses to conform with FIFO
- Perform self-audits as part of food safety team to ensure organic compliance