



Sardo Foods is a privately held company with almost 50 years of experience in manufacturing, sales and national distribution. We are one of Canada's largest private label suppliers and manufacturers of fine Mediterranean-grown olives and antipasti.

Licensed Order Picker

JOB DETAILS

Job type: Full-time, Permanent
Shift & schedule: Monday – Friday (7:30am – 4:00pm)
Location: Onsite – Hwy 50 & Mayfield Rd. (Bolton)*
Salary: \$18-\$20 per hour

We are looking for a skilled **Licensed Order Picker** to join our Warehouse Operations team. You will be responsible for selecting products from various designated areas including refrigerators, accurately completing all necessary documentation, wrapping products for shipment and placing completed orders in appropriate staging area(s).

The ideal candidate must be able to regularly load and unload product of moderate to heavy weight (up to 50 lbs), be detail-oriented and have previous forklift experience.

***Please note that public transit is not fully accessible to this location. Candidates must be able to arrange appropriate transportation.*

Key Responsibilities

- Picking and packing of all assigned orders
- Responsible for accurately selecting, palletizing, shrink wrapping, staging, verifying customer orders prepared for delivery and completing all necessary documentation
- Report discrepancies to immediate supervisor
- Operate a Forklift or Electric Pallet Jack in a safe manner to move product
- Load pallets of finished goods on the wrapper
- Promote a safe work environment by advocating safety practices and compliance with company policies and regulations regarding security and safety.
- Comply with all Health and Safety regulations, Food Safety practices and GMP policies and procedures
- Capable of working in a fast-paced environment
- Complete daily maintenance check on the equipment and report issues/problems to Manager
- Assist in other material handling activities as required

Qualifications

- High school diploma or equivalent experience
- Minimum 1-year experience as a forklift operator and/or using material handling equipment in a warehousing or distribution environment
- Capable of repetitive lifting (up to 50 lbs)
- Forklift Safety Training certificate - valid Counterbalance, Electric Lift Truck, Reach Truck license
- Experience with order picking in a warehouse environment
- Strong attention to detail
- Able to work well under pressure
- An attitude that is hard working and eager to learn
- Able to effectively communicate
- A commitment to punctuality and dependability
- Knowledge of safe work practices

What we offer

- Daytime schedule
- Extended health care
- Dental care
- Vision care
- Life insurance
- On-site parking

Sardo Foods is an Equal Opportunity Employer that is committed to maintaining a diverse and inclusive workforce. Accommodations for disabilities will be provided, on request, to support a job applicant's participation in any aspect of the recruitment process.

Applicants may be subject to a background check and must meet the security criteria designated for the position.

We sincerely thank all applicants for their interest, however, only those candidates selected for interview will be contacted.