



Warehouse Clerk

Description

The Warehouse Clerk provides day-to-day operational support to the Warehouse and Production departments. This role is responsible for maintaining organization, cleanliness, and efficient material flow within the warehouse, while supporting production needs.

Duties

- Organize skids and maintain proper warehouse layout.
- Load and unload trailers safely and efficiently.
- Wrap skids and, when required, strap them to ensure product stability, protection, and proper transportation.
- Assemble boxes as required for production and shipping.
- Sweep floors and maintain high standards of housekeeping in the warehouse.
- Remove waste from the warehouse and production areas throughout the shift to maintain cleanliness and food safety standards.
- Work in the cooler and freezer, storing and removing items, and cleaning it as needed.
- Label incoming goods accurately and in accordance with company standards.
- Assist the Production Packaging line when additional support is required.
- Follow all food safety and company policies at all times.
- Wear the required Personal Protective Equipment (PPE) and follow Occupational Safety and Health standards.

Closing Date

April 18, 2026

Categories

Manufacturing and Utilities

Employer

Diva Delights Inc

Location

Assiniboine South

Address

575 Berry St Winnipeg, R3H0S2

Job Type

Full-time

Education Level

High School

Email

Sandra@divadelights.ca

- Perform any other duties as assigned.

Phone

(204) 885-4376

Qualification

- Ability to perform physical tasks including lifting, bending, and standing for extended periods.
- **Experience operating forklifts and power jacks is required.**
- Basic understanding of warehouse operations.
- Ability to follow instructions and work as part of a team.
- Strong attention to detail, cleanliness, safety, and organization.
- Ability to safely operate Equipment such as forklifts, manual and electric pallet jacks, stackers, and scissor lifts.
- Ability to adapt to changing operational needs, workloads, and schedules as required.