

CU Hawaii CU Hawaii Warehouse Associate – Job Description

Employment Type: Full-Time, Non-Exempt

Hourly Rate: \$20/hr

Reports To: CU Warehouse Manager

Work Site:

1046 Bishop Street,

Honolulu, HI 96813

Warehouse Hours:

Mon-Sat 7:00am-5:00pm

Position Overview

The CU Hawaii Warehouse Associate plays a key role in supporting daily warehouse and distribution operations. This position is responsible for accurately handling inventory, preparing outbound orders, receiving inbound shipments, and maintaining a clean, safe, and organized warehouse environment. The Warehouse Associate may also support delivery operations and work closely with warehouse leadership to ensure timely and accurate fulfillment for retail locations.

Key Responsibilities

- Drive a 16-20ft box truck to deliver products to retail locations.
 - Required: Driver's License Class 3: These licenses specify that the vehicle must be less than 18,000lbs and hold no more than 15 passengers.
 - Load and unload goods safely and efficiently. Assist with general warehouse or delivery support tasks as assigned.
- Receive inbound orders and stock products in the designated locations.
- Prepare and pack outbound shipments promptly while ensuring accuracy.
- Inspect incoming and outgoing products for damage, expiration dates, and proper labeling.
- Maintain clean, orderly storage areas and workspaces; assist with end-of-day cleaning tasks.
- Track inventory and assist with cycle counts and data entry.
- Report inventory discrepancies or quality issues to warehouse leadership.
- Operate warehouse equipment as needed.
- Follow all safety guidelines, company policies, and operational procedures.

Qualifications

- Valid Class 3 Driver's License with a clean driving record
- Ability to lift up to 50lbs and perform physically demanding tasks for extended periods.
- Availability to work weekends and holidays based on operational needs.
- Strong attention to detail, organization, and accuracy.
- Quick learner with the ability to follow instructions and work independently or as part of a team.
- Basic computer proficiency, including Microsoft Word and Excel.