



**Job Title:** Order Picker

**Department:** Order Fulfillment

**Reports To:** Warehouse Manager

**Status:** FT-hourly; \$17/hour

**Prepared Date:** January 17, 2022

**Job Description:**

All serious applicants **MUST** send a cover letter and resume to [jobs @ JimmyBeansWool.com](mailto:jobs@JimmyBeansWool.com)

Bequeathed “The Most Fun Place to Work in Reno” by the Team Beans at Jimmy Beans Wool, we believe that work should be both a fun place to be and the place you get stuff done!

We’re Jimmy Beans Wool and we’re Reno, Nevada’s Local Yarn Shop! Launched in 2002 by Laura and Doug Zander, JBW started with some coffee and a bit of yarn in Truckee, California. It’s now grown into 3 businesses, a fun team of 35+ people, 20,000 square foot warehouse, and more!!

Today, you can find us in the heart of South Reno! **The commute to our warehouse is easy and convenient!** Depending on where you live in Reno, it can be anywhere from 5-25 minutes to get to us.

We’re growing as a company and we want you to join!! We’re looking for someone who is upbeat and has a can-do personality to join our Order Fulfillment team, does that sound like you??

This highly valued team member will make sure the yarn and goodies in our warehouse make it to their forever home safely! Using our own computer system as well as Endicia and UPS Worldwide, you’ll pull, pack up, and ship orders to our customers across the globe!

While this position is technically a warehouse position, we aren’t a typical warehouse! Here’s why:

- All shifts offered for this position are day shifts and the scheduling is flexible.
- You can come to work in what you feel is most comfortable (you DO have to wear everything you would in a restaurant but we don’t care what that is!).
- Because we mostly deal with yarn, it’s a high volume of product but incredibly lightweight in terms of how much you’ll be lifting!
- Again because we’re selling yarn, we’re a quiet warehouse! We typically only operate loud equipment on average less than five hours a week and we don’t have loud horns or bells on the warehouse floor.
- You can jam out to your own music or podcasts while you work.

Additionally, we can promise you’ll have a seat at the table—our team values everyone’s input regardless of your position in the company. If you have an idea on how to make Jimmy Beans grow, we want to hear it!



Psst! Don't let the 'yarn shop' part scare you from applying—It isn't required that you're a knitter or crocheter, but it's a definite plus! We will admit that *most* people who join our team end up picking up the craft!

**Other duties may include:**

- Consolidate yarn in the stock room & ensure the shipping materials and area is organized
- Receiving and processing incoming shipments
- Filling eCommerce backorders
- Printing and pulling new eCommerce orders.
- Packing and shipping eCommerce orders to customers
- Adhering to health and safety policies as well as quality standards

**These are the qualifications we're really looking for:**

- Highly organized and efficient team member
- Highly communicative
- Good problem-solving skills
- Strong computer skills
- Friendly and patient customer service skills
- Positive Attitude
- Self-Starter
- High school diploma or equivalent is preferred
- Able to read and write in English
- Knitting or crocheting skills are not required but are a serious plus!

**Amazing benefits YOU get to relish in:**

- Healthcare with optional Dental, Vision, Accident, Critical Illness, Life & AD&D
- PTO & Sick Time
- 401K Retirement Plan
- Fitness Stipend & Product Stipend
- Employee Discount



-Dog friendly

-Dad jokes on Fridays

**Now the more serious stuff:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, stand, walk, bend, and have specific vision abilities to include close and distance vision, and ability to adjust focus working with computer business equipment [and other job/industry specific equipment]. The noise level in the work environment is usually mid-high level. There is exposure to environmental conditions such as heat, cold, and temperature changes.

Should be able to walk up to and sometimes more than 10K steps a day on cement floors

- Repetitive lifting, bending and reaching
- Should be able to repeatedly lift boxes and other items weighing up to 30 pounds
- Should be able to walk up and down sets of stairs multiple times daily
- Sitting and/or standing for up to 8 hours at a time
- Pushing carts across the warehouse
- May require looking at a computer screen and typing for up to 8 hours at a time

Job Type: Full-time

Salary: From \$17.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance



Schedule:

- 8 hour shift
- Weekend availability

COVID-19 considerations:

All employees are required to be COVID-19 vaccinated & boosted (when eligible). Masks are worn by all employees.