

Warehouse Associate

Memoria Press
4603 Poplar Level Road
Louisville, KY 40213

Memoria Press is a family-run publishing company that produces simple and easy-to-use classical Christian education materials for home and private schools. It was founded by Cheryl Lowe in 1994 to help promote and transmit the classical heritage of the Christian West through an emphasis on the liberal arts and the great works of the Western tradition. Memoria Press has developed a K-12 classical curriculum at [Highlands Latin School](#) in Louisville, Kentucky.

Position

- Warehouse Associate

Overview

- Accountable to the Logistics & Warehouse Manager
- Full-time, temporary
 - Monday – Friday, 8am-5pm
 - Overtime available during the summer months of July and August
 - Possible 1-3 required Saturday's during August and September
- Responsible for picking orders, restocking shelves, and provide necessary support for Processors.

Compensation & Benefits

- Hourly \$10.00 - \$12.00, rate is negotiable
- Accrue up to 5 days paid vacation if permanent
- Flexible hours with college and seminary schedules
- Great working environment
- Opportunity for advancement within department and/or company

Expectations

- Lifting and moving inventory
- Willingness to work in a warehouse that is not temperature controlled
- Picking individual outgoing orders from shelves and racks
- Safe and healthy work habits
- Attention to warehouse cleanliness and orderliness
- Positive interaction with other warehouse staff and broader company employees
- Responsiveness to other tasks specified by management
- A 30 day and 90 day Employee Evaluation that reflects "meeting expectations" or "exceeding expectations" rating

Requirements

- Basic technological aptitude is required
- Ability to lift 30-50 lbs repetitively
- High School Diploma or equivalent