

PepsiCo Order Picker Job Description

- Pick products from the warehouse to be delivered to stores or customers
- Take orders for products that need to be picked up by stores or customers
- Deliver products to stores or customers. This includes picking up items at stores or delivering them to customers
- Ensure that all products are correctly packed and ready for delivery
- Work with other employees in the warehouse to ensure that there is enough stock to meet customer demand
- Transport products between warehouses and stores
- Operate forklifts and other equipment as required
- Follow safety procedures when working on the floor
- Prepare reports on work done
- Keep accurate records of your time and attendance
- Label products according to instructions given by supervisors
- Tag products so they can be easily found during deliveries
- Prepare invoices and receipts for products sold.