

*\$2,000 signing bonus*

For all new Full-Time Employees!

- **\$18/hr.** Start rate for Day and Night Shift Warehouse positions
- **\$3.00** differential for Night Shift positions
- **\$2.00** differential for IGD Lahaina positions
- Medical + Dental Insurance, Paid Time Off & Holidays, 401(k) Plan + Profit Sharing, and more for eligible associates

See a cashier for an application or apply online at:  
[www.vipfoodservice.com](http://www.vipfoodservice.com)



# We're Hiring!

JOIN OUR TEAM TODAY

## VIP FOODSERVICE DIVISION — KAHULUI

### WAREHOUSE WORKERS—NIGHT SHIFT

Must be able bodied as the job is physically demanding. Work requires frequent lifting and carrying up to 50 pounds. Occasional lifting and carrying up to 80 pounds. Must be 18 years of age to operate warehouse equipment. Forklift certification preferred. We do post offer drug testing and physical capabilities testing.

**Night Shift—5 nights/week** (Sunday, Monday, Wednesday, Thursday, and Friday). Shift starts at 7:00 PM. *Shift schedules are subject to change depending on freight/shipping schedules and staffing needs. **\*\*Starting pay at \$18.00 an hour plus \$3.00 night differential and picking incentives!\*\****

### CDL DELIVERY DRIVER

Reliable, mature, strong customer service skills. Delivery experience and knowledge of Maui roads a must. Job requires frequent lifting and carrying up to 50 lbs. Occasional lifting and carrying up to 80 lbs. Full time, Monday to Saturday. Stable work history, valid Hawaii CDL A or B, clean driving record, current DOT FMCSA medical certification. TWIC and forklift certification a plus.

### CONTAINER UNLOADER

Receiving and unloading shipping containers. Must be able bodied as the job is physically demanding. Work requires frequent lifting and carrying up to 50 pounds. Occasional lifting and carrying up to 80 pounds. Must be 18 years of age to operate warehouse equipment. Forklift certification preferred. We do post offer drug testing and physical capabilities testing.

**Work Schedule—5 days/week**, Monday to Friday. Occasional Saturday work. Shift starts at 7:30 AM. *Shift schedules are subject to change depending on freight/shipping schedules and staffing needs. **\*\*Starting pay at \$18.00 an hour\*\****

### NIGHT OPERATIONS SUPERVISOR

Reliable, well-organized team player with problem-solving and decision-making skills and 3 years distribution, transportation, and warehouse experience, including 2 years in supervisory role. Responsible for all night operations; truck building, pick label printing, order selection, replenishment, loading, dispatching, accurate and timely completion and follow up of reports and logs, including but not limited to daily return journal, daily and weekly production, equipment logs, Safety, Food Safety and Sanitation, HACCP, payroll forms, etc. Competent in use of various computer hardware including PC's, handheld units, voice-mounted units, and Vocollect voice units. Competent in using various computer software programs such as NCR's Power Enterprise, BFC Associates Warehouse management System, Truckbuilder, Excel, and Word. Must be able to operate the following motorized equipment: electric pallet jack, electric walkie, forklift, order picking machine, and reach truck. Manual equipment used include manual pallet jack, hand truck and pushcart with wheels.

**Work Schedule—Exempt salaried position.** Work hours may vary. Night operations are scheduled Sunday through Friday. Will be required to work 5-6 nights a week. Flexibility is required due to unscheduled staffing changes.

### DAY WAREHOUSE UTILITY WORKER

Team player with excellent communication and collaboration skills. 3-4 years warehouse and receiving experience desired. Must understand Power Enterprise (retalix) software and be proficient with BFC Dakota Warehouse Management Software, Word and Excel. Knowledge of HACCP, SOP and GMP regulations, policies and procedures. Required to work at heights up to 25 feet. Occasional lifting, carrying, pushing and pulling up to 100 pounds.

**Work Schedule—5 days/week**, Monday to Friday. *Shift schedules are subject to change depending on freight/shipping schedules and staffing needs.*

### SALES SPECIALIST

Trainee position leading to outside sales position. Train in all areas of sales. Assigned to order desk; provide temporary route coverage for DSRs on vacation or sick leave. First hand experience in food service operations is a plus. Must have excellent communication and computer skills; clean driving record and reliable, insured personal vehicle required.

### BUYER

Responsible for all job functions involved in procurement of assigned product categories and inventory management. Must be team player with high desire to support needs of sales and customers. Good attitude, collaborative, problem solving skills, attention to detail. Required: Microsoft Office, Word and Excel, oral communication, ability to read and write in English proficiently and basic math skills. Preferred qualifications: Associate's degree with emphasis in business administration. 2 years progressively responsible purchasing and inventory control experience in a wholesale distribution environment and procurement-related software knowledge and experience.

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## VIP FOODSERVICE DIVISION — KAHULUI (CONTINUED)

### CONTRACTS ADMINISTRATIVE CLERK

Detail oriented, well-organized self-started to maintain all contract pricing and ensure all deviated prices are accounted for and collected from suppliers on a timely basis. Previous experience in accounting, purchasing, contracts, or foodservice preferred. Associates degree in Accounting or Business preferred. Qualifications: Must have High School diploma or GED equivalent. Proficient with Microsoft Applications (Outlook, Word, and Excel). Must be able to demonstrate data entry proficiency and 10-key calculator by touch. Two years related work experience preferred.

**Work Schedule**—Monday through Friday, 7:30 a.m. to 4:30 p.m. Position is non-exempt.

### CLAIMS TRANSPORTATION CLERK

Coordinates all shipments through freight consolidators. Processes and collects claims for all overages, shorts, and/or damages. Orders and dispenses internal office supplies and provides end-of-month recaps for outstanding freight claims and supplies dispensed. Must be able to work independently in office setting under minimal supervision. Must be able to communicate professionally and effectively. Occasional standing, walking, lifting, and carrying up to 20 pounds. Qualifications: Must have High School diploma or GED equivalent. Two year Business Technology degree preferred. Proficient with Microsoft Applications (Outlook, Word, and Excel). Must be able to demonstrate data entry proficiency and 10-key calculator by touch. Two years related work experience preferred.

**Work Schedule**—Monday through Friday, 7:30 a.m. to 4:30 p.m. Position is non-exempt.

### HUMAN RESOURCES ASSISTANT

F/T. Under general supervision, performs administrative functions for the human resources department following established procedures in benefits administration, records maintenance, recruitment, applicant screening and employment processing.

Minimum Qualifications: Two-year Associates Degree with emphasis on business-related courses. Two years' clerical experience. Computer proficiency required (Microsoft Office including Word, Excel and Publisher). Prefer candidate with HRIS experience and expertise. 10-key by touch. Valid Hawaii driver's license and clean traffic abstract.

### PART-TIME ACCOUNTS PAYABLE CLERK

Review, classify, and record invoices into accounting system. Prepare checks and file invoices. Prepare worksheets of Salesman's purchases. Minimum requirements: 2 years A/P experience and working with accounting software. Computer skills (posting invoices) and proficiency with Microsoft Office 365 (Excel, Word, and Outlook). Work Schedule (Flexible) - Monday through Friday, 8:00 AM—12:00 PM.

## ISLAND GROCERY DEPOT — KAHULUI

### PRODUCE CLERK

Stocking and Rotating merchandise in the produce department, including trimming, watering, and merchandising of products to ensure fresh, high quality products. Answers questions from customers about produce and recommends additional items to customers.

### COOK

Full-time. Experienced cook for retail deli operations. Must have knowledge of food safety and sanitation requirements. Formal culinary training and ServSafe certification is a plus.

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## **ISLAND GROCERY DEPOT — LAHAINA**

**\*\*ALL LAHAINA EMPLOYEES TO RECEIVE A \$2.00 PAY DIFFERENTIAL\*\***

### **RECEIVING CLERK**

Responsible for receiving all deliveries and verifying actual product against invoices and packing slips. Inspects products for quality, integrity, and temperatures needed. Responsible for proper storage or delivery of items to appropriate departments. Assists in other departments as needed. Minimum Qualifications: Must be 18 years of age to operate warehouse equipment. Job requires frequent carrying up to 50 pounds. Occasional lifting and carrying up to 100 pounds. Retail product knowledge and expertise is preferred. Basic computer skills, preferably Microsoft Office including Word and Excel. High School degree or GED required.

Receiving Hours: Monday—Saturday, 7:00 a.m. to 2:00 p.m. Flexible Sunday to Saturday work schedule. Shift schedules are subject to change depending on staffing needs.

### **COURTESY CLERK**

Full-Time and Part-Time positions available. Door monitor, retrieves and cleans shopping carts and baskets, reminds all customers to wear masks, stocking and merchandising, and assists in other departments as needed. Flexible Sunday to Saturday work schedule.

### **STOCK CLERK**

Stocks shelves, helps with will calls, assists customers with heavy bulk items, collects shopping carts from parking areas. Frequent lifting and carrying up to 40 lbs., occasional lifting and carrying up to 50 lbs. Flexible Sunday to Saturday work schedule.

### **PRODUCE CLERK**

Stocking and Rotating merchandise in the produce department, including trimming, watering, and merchandising of products to ensure fresh, high quality products. Answers questions from customers about produce and recommends additional items to customers.

**Island Grocery Depot stores are open 7 days a week. Candidates must be available for flexible shifts.**