

# HIRING INCENTIVE!

**\$2,000 HIRING INCENTIVE** FOR ALL FULL-TIME NEW HIRES  
AT VIP FOODSERVICE & ISLAND GROCERY DEPOT.



## VIP FOODSERVICE DIVISION — KAHULUI

### 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.

### SHIPPING/DISPATCH SUPERVISOR

Night shift position. Directs activities to loading, dispatching and other outbound activities. Activities include planning and coordinating loading of delivery trucks, preparing load lists, truck mapping, and ensuring that trucks, invoices, and pick-up memos are assigned to the proper routes. Supervise loading team and ensure that all policies and procedures are followed. Takes corrective action, if needed.

**Qualifications:** Must have High School diploma or GED equivalent, 3 years of distribution or warehouse experience, preferably broadline foodservice industry, including 2 years in supervisory role. Must be proficiency with Microsoft Office applications (Outlook, Word, and Excel). Must be able to communicate professionally and effectively with direct reports and management staff. Must be able to address and resolve complaints and employee disputes. Must be able to frequently lift and carry up to 50 pounds.

**Work Schedule**—Sunday through Friday. 5-6 nights/week. Shift starts at 9:00 p.m. Required to work 6 nights/week when staffing needs are short or to cover when Night Operations Supervisor is on leave.

### 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.*

### WAREHOUSE WORKERS—DAY AND NIGHT SHIFTS

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.

**Day Shift**—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.*

**Night Shift**—6 nights/week, Monday to Friday. Occasional Saturday work. Shift starts at 7:00 PM. *Shift schedules are subject to change depending on freight/shipping schedules and staffing needs. \*\*Includes a \$3.00 Night Shift Differential\*\**

Apply by downloading our [application form](#) at our websites

More on next page

**Mail:** PO Box 517, Kahului, HI 96733

**Email:** [hr@vipfoodservice.com](mailto:hr@vipfoodservice.com)

**Drop off:** Kahului: 74 Hobron Avenue or Lahaina: 58 Kupuohi Street

Learn more at: [vipfoodservice.com](http://vipfoodservice.com) or [islandgrocerydepot.com](http://islandgrocerydepot.com)



## VIP FOODSERVICE DIVISION — KAHULUI (CONTINUED)

### ACCOUNTING AND ADMINISTRATIVE ASSISTANT

Responsible for preparing accounting, audit and income tax worksheets, various daily, weekly, monthly sales and quarterly inventory reports, entering receivables, posting payments, and other clerical and administrative functions. Requirements: 3 years accounting/bookkeeping experience or associates degree in business. Computer proficiency is a requirement. Must know how to use Microsoft Word and Excel. Must have experience in invoicing and posting cash receipts on accounts receivable program. Must be able to type at least 40 WPM and use 10-key adding machine with accuracy and speed. Valid driver's license and clean driving record a must. Copy of driving record will be required as a condition of employment.

**Work Schedule**—5 days/week, Monday to Friday, 7:30 a.m. to 4:30 p.m. Work hours and schedule may change to meet needs of the employer.

### 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.

## ISLAND GROCERY DEPOT — LAHAINA

### MEAT DEPARTMENT TEAM MEMBER

Supports Meat Department team by performing job duties related to receiving, warehousing, packing, weighing, pricing, merchandising, and sanitation. Assists with preparing marinades. Packs, weighs, and prices items for retail sale including meats, seafood, and marinated meats. Restocks display cases, rotates product, keeps shelves clean, well-stocked and visually appealing.

Qualifications: Must be 18 years of age with High School diploma or GED equivalent. 1 year retail grocery experience—food service or culinary experience is a plus. Must be able to read labels and operate scale/labeling machine. Frequent lifting and carrying up to 25 pounds and occasional lifting and carrying up to 90 pounds.

**Work Schedule:** Store is open Sunday through Saturday, 6:30 a.m. to 6:00 p.m. Must be able to work 5-day rotation work schedule. Shift starts at 6:00 a.m. Or 9:00 a.m.

### 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.**

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Apply by downloading our [application form](#) at our website.

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