



Hattie Larlham's Employment Services is committed to helping you discover YOUR pathway to employment. Together we explore, assess, train, and seek opportunities that align with your interests and preferences.

**Essendant Work Crew
2100 Highland Road
Twinsburg, OH 44087**

Trainee Shift Options

1st Shift: 8:00 AM – 1:00 PM, Monday thru Friday
2nd Shift: 11:00 AM – 4:00 PM, Monday thru Friday

Program Description

Essendant is a national wholesale distributor of office supplies. Work includes a wide variety of activities to support the objectives of Essendant. Trainees will learn to assemble boxes using a machine and to organize the boxes for fulfillment. Trainees will learn to work on an assembly line, sort materials, clean work areas, and other warehouse tasks as needed. Trainees will gain experience in warehouse and distribution work. Trainees will also gain experience in electronic timekeeping and employable soft skills. The program reinforces and teaches responsibility, attendance, task completion, problem-solving, social interaction, motor development, and safety.

Trainees must be able to stand for an extended period. Must be able to walk, push, pull, bend, reach, carry, hear, and lift up to 40 pounds or more. Must have hand/eye coordination and fine motor skills.

Individuals choosing this work training program may attend on a time-limited basis to gain experience to pursue community employment.

Work Environment

Essendant is a warehouse facility. The work environment will expose employees to a variety of manufacturing equipment. Heavy equipment and tow motor traffic are present. The workspace is not air-conditioned.

Background Check

BCI check conducted on all employees prior to employment.

Dress Code

Employees represent Hattie Larlham and Essendant and are expected to dress as such. Employees are expected to wear clothing that is neither a safety hazard nor objectionable to co-workers and customers. Loose-fitting clothing, fringes, baggy sleeves, drawstrings, etc. are not permitted. Open-toed shoes and open-heeled shoes are not permitted. Dangling jewelry and hoop earrings are not permitted.

Payroll

Trainees working at Essendant will be employees of Hattie Larlham. The minimum wage will be paid. 5-hour shifts include 4.5 hours of paid time with a 30-minute unpaid break. Paychecks are issued every 2 weeks. Direct deposit is required. Electronic paystubs are provided via Sandata MyPay.