

1/8/2024

Job Description

Dry Storage Warehouse Worker

SUMMARY

Duties include shipping, receiving, bar-coding and physical product sorting/stacking. Other duties include transferring of goods from the Dry Storage Warehouse to the main plant by use of both mechanical and physical devices. If absent, a trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Efficient and safe loading and unloading of goods using forklifts, pallet jacks and bar-coding instruments
2. Ensures both equipment and facilities are kept above standard by completing daily and weekly checklists
3. Completes inventory cycle counts as required through the use of the bar-coding network along with physical counts
4. Stores raw materials and ingredients in designated areas segregated by allergens and use by dates
5. Completes shipping and receiving paperwork as outlined in company policies and sends paperwork to office personnel at the end of each shift (WH0001PR, WH0004FO, WH0009WI)
6. Assembles raw material orders to be shipped to the plant by physically stacking items that weigh up to but not to exceed 50lbs on a continuous basis
7. Completes Reichel product inventory on an as need basis
8. Maintains a clean and safe warehouse at all times
9. Other duties as assigned by the Warehouse Supervisor

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position works in a warehouse environment and will involve standing walking for up to 4 hour periods at one time, working in temperatures that can range from 36 degrees up to 60 degrees Fahrenheit, lifting/stacking up to 50lbs., pushing and pulling up to 2000lbs on wheels, repetitive bending arms and hand movement. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Forklift, Pallet Jack, Safety Knife, WOW computer, and scanner.

JOB REQUIREMENTS

English literacy, good written and oral communication skills, basic math skills (multiplication/addition/subtraction/division).

TRAINING REQUIREMENTS

New Employee Orientation, Warehouse New Employee Training Checklist (WH0014FO) and on the job training.

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SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Jerrod Saunders

Employee Printed Name



Employee Signature

01-8-2024

Date



Supervisor Signature