

Job Description

Distribution Center Warehouse Worker

SUMMARY

Duties include shipping, receiving, bar-coding and physical product sorting/stacking. Other duties include transferring of goods from the Distribution Center Warehouse to the main plant by use of both mechanical and physical devices. If absent, another 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 Forklift Operators Daily Checklist for all forklifts at the start of each shift (SF0001FO)
6. 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)
7. 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
8. Completes Reichel product inventory as needed.
9. Always maintains a clean and safe warehouse.
10. Other duties as assigned by the Warehouse Supervisor or Warehouse Lead

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

Work conditions include bending, frequent movement along with lifting/stacking up to 50lbs throughout the day and standing for long periods of time in temperature that are continuously under 50 degrees. May be required to work an occasional Saturday and/or Sunday as needed.

JOB REQUIREMENTS

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

EQUIPMENT/MACHINERY USED

Forklift, pallet jack, safety knife, WOW computer, and scanner.

TRAINING REQUIREMENTS

9/11/2024

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

SIGNATURES

Signatures below constitute the 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.

Kevin Sithavongsa
Employee Printed Name

K. Sithavongsa
Employee Signature

9-11-2024
Date

Dorcas J.
Supervisor Signature