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Job Description CDL Drivers

SUMMARY

Responsible for the transportation of raw materials, finished goods and special items to and from the main plant and distribution center, as well as outside storage facilities used by Reichel Foods, Inc. by use of both physical and mechanical devices. If absent, an alternate CDL Driver will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Must maintain a Class B License or higher.
2. Must provide a Medical Examiner's Certificate for Commercial Drivers annually.
3. Transport and bar-coding of raw and finished goods to and from the distribution center, the dry storage facility and the main plant.
4. Accurate use of the bar-coding system.
5. Communicates with the Production Supervisor and Line Lead to ensure the required materials for production are available.
6. Responsible to complete the Driver's Vehicle Inspection Report at shift start each day.
7. Assists in keeping an accurate inventory of goods through the use of bar-coding instruments.
8. Abides by company policies and local and state traffic laws. Including the company policy that drivers may not talk or text on their cell phones while driving for work, regardless of whether they use hands-free devices. Drivers are required to pull into a rest area or parking lot and stop their vehicles before placing or accepting cell phone calls.
9. Responsible for cleanliness and temperature control of truck to ensure safe transport of food and food contact materials and finished products along with ensuring all products transferred follow first in first out (FIFO) for code dates.
10. Adheres to company Employee Hygiene Practices, company food safety procedures and GMP's.
11. Assists in accurate receiving and shipping on both raw materials and finished goods.
12. Completes Forklift Operators Daily Checklist for all forklifts at the start of each shift (SF0001FO).
13. Helps within the plant warehouse, distribution warehouse and receiving warehouse to help keep efficiencies in order and ensure deadlines are met.
14. In the event of production ending without the Supervisor notifying the CDL Driver that the trailer door is shut and the trailer is ready to leave the apple dock; the CDL Driver will need to contact Warehouse to have a Plant Warehouse Worker ensure the scene is safe or the CDL Driver will be responsible to put on PPE and verify the scene is safe to pull away from the production facility.
15. Other duties as assigned by the Warehouse Supervisor and Warehouse Manager.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

Work conditions include bending, frequent movement along with lifting/stacking up to 50lbs, pushing and pulling up to 2000lbs on wheels, continuously works between cold temperatures below 50 degrees Fahrenheit and ambient temperatures throughout entire shift. May be required to work an occasional Saturday and/or Sunday as needed.

6/1/2020

JOB REQUIREMENTS

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

EQUIPMENT/MACHINERY USED

Spotter tractor, straight trucks, forklifts, pallet jack, safety knife, scanner, WOW computer, drivers log.

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.

Edgar Morales Loya
Employee Printed Name

Edgar Morales Loya
Employee Signature

6-1-20
Date

[Signature]
Supervisor Signature