3/28/2018

Job Description
North Plant Warehouse

SUMMARY

Responsible for rotating between positions within the Co-Packing Warehouse. The duties of each position will include: loading trailers with finished goods and preparing load for pick up, supplying the production lines with the correct materials throughout entire shift, accurately receiving raw materials and transferring materials to the correct bin locations or staging materials that will be used in production and returning any unused materials back to the correct bin location. If absent, another trained employee or a trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE)**: ear plugs and hair nets in required areas. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
3. Responsibilities may include driving the spotter truck and being a spotter for the person driving the spotter truck.
4. Other duties as assigned by the Production Supervisor and Production Manager.

Warehouse Finished Goods Loader

5. Verify that all cases have a case label and the label is correct.
6. Visually inspect quality of pallets as well as insure finished product is neatly stacked and wrapped tightly.
7. Insure LP has correct information such as lot number, item number, and quantity.
8. Document that the LP and case label match product being produced on the Hormel Case Label Verification Check form (OP0195FO).
9. Before loading finished pallet on trailer, inspect reefer for proper temperature setting and verify trailer is clean. Insure wheel chocks are in place and dock lock is engaged if available.
10. Complete a Receiving/Shipping Trailer Inspection Checklist (WH0004FO) for each new load.
11. Inspect all trailers in the lot at the beginning of shift and mid shift to insure reefers are working properly and maintained at the correct temperature. Document on the Trailer Temp Monitoring Form WH0013FO.
12. Keep warehouse and dock area clean at all times.
13. Assist production with disposing cardboard when time is available.

Warehouse Line Supplier

14. Retrieve materials from staging area and supply the production line. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
15. Verify product dates from inventory sheet to insure products are being used First in First out (FIFO).
16. Insure lines are stocked at all times so there is no interruption in production.
17. When a finished item quantity is complete, take unused raw materials out of production, count, wrap pallet, and write the remaining quantity, lot number, and weight on the plastic wrap.
18. Keep production area clean to insure there are no safety hazards.
19. Wrap recycled meat boxes after correct quantity has been stacked on pallet.
20. Assist Warehouse Raw Material Receivers when possible.
21. Remove empty pallets from production area. Provide palletizers with good pallets and return bad pallets to the scrap pallet stack at the Thompson building.

Warehouse Raw Material Receiver

22. Meet with truck driver and have the driver fill out the visitor log book. Insure all required information is filled out, including time out before the driver leaves.
23. Secure two wheel chocks under truck tires. Place one on each side of the truck and dock lock is engaged if available.

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24. Complete the Receiving/Shipping Trailer Inspection Checklist (WH0004FO).
25. Inspect trailer for cleanliness and insure the reefer was set properly.
26. Insure the seal number on the trailer door matches the seal number on the driver's shipping documents.
27. Verify materials will be received on the correct PO number.
28. Receive in all pallets of raw materials by use of a forklift.
29. Print UPC and LP labels and apply labels to each pallet according to the Receiving Hand-Held Work Instruction (WH0019WI).
30. Using the handheld scanner, bin transfer pallets into the correct bin location.

Warehouse Raw Material Stager

31. Verify with Supervisor which products will be produced on each line for the shift.
32. Retrieve materials from bin locations and place in staging area for each production line. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
33. Verify product dates in WOW system to insure products are staged following first in first out (FIFO).
34. Keep warehouse areas clean to insure there are no safety hazards.
35. Insure rodent traps, doors, eye wash stations, emergency exits, and electrical panels are not blocked and there is a three foot clearance.
36. Return all unused materials from production to the correct bin location.
37. Repeat steps 3 and 4 to prepare for next shift.
38. Take scrap pallets and recycled meat boxes and place them in the correct location at the Thompson building.
39. Keep straight truck and supply trailer clean.
40. Spot for yard truck driver when supply trailer is being moved. If certified to drive on the property, insure there is a spotter any time you move a trailer.
41. Secure two wheel chocks under truck tires. Place one on each side of the truck and dock lock is engaged if available.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, lifting of 30 to 50 lbs., and pushing and pulling up to 1,000 lbs. with assistance. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Forklift, pallet jack, scanner, console, and printer

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and Warehouse Employee Training Checklist (WH0014FO) and completion of the Forklift Operation Program (SF0015PR).

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.

FEYERA CHERE
Employee Printed Name

Employee Signature

03-28-18
Date

Supervisor Signature

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