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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.

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, WH0009WD).
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. Maintains a clean and safe warehouse at all times.
10. Other duties as assigned by the Warehouse Supervisor or Warehouse Manager.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

Work condition includes 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.

EQUIPMENT/MACHINERY USED

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

TRAINING REQUIREMENTS

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

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.

Fredy Mejia
Employee Printed Name

Fredy Mejia
Employee Signature

2-29-16
Date

[Signature]
Supervisor Signature

Job Description Palletizer

SUMMARY

Responsible for placing finished cases onto a pallet and prepare for shipment.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue vinyl gloves, clean smock, and disposable boots. Comply with product contact GMPs (QA0183 WI Good Manufacturing Practices).
2. Visually inspect final case label placement.
3. Place appropriate quantities of cases on pallet in approved configuration according to the Product Specification sheets.
4. Notify QA that the pallet is ready to be kitted.
5. Securely wrap pallets of finished cases with hand stretch wrap.
6. Using a pallet jack, move pallet to the threshold of the room for pickup by warehouse personnel.
7. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
8. Other duties as assigned by the Assistant Supervisor and Production Supervisor.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand movements, and repetitive lifting of up to 25 lbs.

EQUIPMENT AND MACHINERY USED

Pallet jack

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

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.

Fredy Mejia
Employee Printed Name

Mejia
Employee Signature

9.21.13
Date

[Signature]
Supervisor Signature