

**Employment Reference Request Form**

Dates of Employment: 11/28/2011 to Current

Job Title: North Plant Warehouse Lead

Primary Job Duties: See attached

Attendance: no issues

Base Salary or hourly rate: Annual wage or \$ per hour \$19.67

Quality of work: EPR on 12/2/19 score 4.75

Was it a voluntary or involuntary separation of employment? voluntary

Reason for employment separation: roll over to client

Eligible for rehire (circle one):  Yes  No

The above information was completed by:

Print Name: Kelley A. Sikkink Title: Client Services Manager

Signature: [Handwritten Signature] Date: 11/17/2002

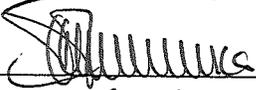
**Please fax or email completed form to:**

Reichel Foods, Inc.  
Attn: Lisa Campbell  
Fax: (507) 289-6552  
Email: [Lisa@Reichelfoods.com](mailto:Lisa@Reichelfoods.com)

**Employment Reference Release Authorization**

I hereby authorize the above individual, company, or institution to furnish Reichel Foods, Inc. with any information it may have concerning me which is on record or otherwise, and do hereby release the above individual, company, or institution and all individuals connected therewith, including Reichel Foods, Inc. from any and all liability whatsoever that might otherwise be incurred in furnishing such information.

I have read and fully understand this waiver and release of all claims.



Signature of Applicant

ISAAC OMBUI

Printed Name of Applicant

11/16/2020

Date

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## **Job Description North Plant Warehouse Lead**

### **SUMMARY**

Responsible for coordinating and overseeing all warehouse activities on a daily basis, including receiving, storing, picking, replenishment, assembly of orders and tracking inventory through the use of the Reichel bar-coding system in addition to helping keep a clean safe audit ready warehouse every day. If absent, the Warehouse Supervisor or another trained Warehouse employee will cover these responsibilities.

### **PRIMARY RESPONSIBILITIES**

1. Coordinates and oversees the efficient and safe loading and unloading of goods with the use of both physical and mechanical devices.
2. Schedules inbound loads.
3. Conducts and documents the morning trailer inventory of the drop trailers.
4. Ensures that all company policies are followed.
5. Supervises the operations of the warehouse team to achieve objectives.
6. Communicates with the production, QA , procurement and logistics departments to ensure achievement of goals.
7. Completes all necessary records accurately and in a timely manner.
8. Ensures the integrity of inventory, assists in cycle counts and annual physical inventory.
9. Helps to train new employees.
10. Other duties as assigned by the Warehouse Supervisor and Warehouse Manager.
11. Assists with moving and or spotting trailers

### **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. This position can also include pushing or pulling up to 2000lbs on pallet jacks. 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, shop truck fuel pump and scanner.

### **TRAINING REQUIREMENTS**

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

4/5/2018

**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.

Saac Ombui  
Employee Printed Name

[Handwritten Signature]  
Employee Signature

04/06/2018  
Date

[Handwritten Signature]  
Supervisor Signature