



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. 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.

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

12/12/2019~~7/29/2019~~

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.

Omot Ochan
Employee Printed Name


Employee Signature

12/12/19
Date


Supervisor Signature



Job Description Plant Warehouse Worker

SUMMARY

Duties include scanning/bar-coding, shipping, receiving, storing, production line goods replenishment and may include transfer of goods from the production plant to the warehouse along with weekly/daily inventories as needed. If absent, a 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 and pallet jacks and bar-coding instruments
2. Ensure both the equipment and facilities are kept above standard by completing daily and weekly checklists
3. Helps set up the production lines before the start of production by supplying required raw material and ingredients along with making sure all products and raw materials are out of the production area and put away at the end of the night for sanitation
4. Coordinates with production, production supervisors, straight truck drivers, and distribution center staff to ensure proper loading, documenting and shipping of both raw and finished materials
5. Keeps supplies readily available for the production lines
6. Completes Forklift Operators Daily Checklist for all forklifts at the start of each shift (SF0001FO)
7. Stores raw materials and ingredients in designated areas
8. Completes shipping and receiving inspection paperwork and cleaning checklists as outlined in company policies and sends paperwork to office personnel
9. Completes physical inventory and cycle counts with accuracy
10. Accurate use of bar-coding scanner system to receive, distribute, and ship materials/finished goods
11. 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 contact Warehouse to have a Plant Warehouse Worker verify the scene is safe to pull away from the production facility
12. Keeps the Warehouse, hallways, outside and upstairs storage areas organized and clear of obstructions
13. Adheres to company employee hygiene practices, company food safety and employee safety rules and policies
14. Other duties as assigned by Warehouse Supervisor or Warehouse Manager

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position works in a warehouse environment and will involve standing and walking for up to 4 hour periods at one time, working in temperatures that can range from 36 degrees up to 60 degrees Fahrenheit, lifting/stacking up to 50lbs., pushing and pulling up to 2000lbs on wheels, repetitive bending arms and hand movement. May be required to work an occasional Saturday and/or Sunday as needed.

12/12/2019

EQUIPMENT/MACHINERY USED

Forklift, Pallet Jack, Safety Knife, WOW computer, Scanner, Pallet Scale.

JOB REQUIREMENTS

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

TRAINING REQUIREMENTS

New Employee Orientation, Warehouse New employee training checklist (WH0014FO) and the job training.

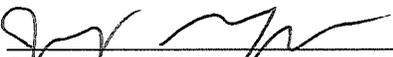
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Omat Ochan
Employee Printed Name


Employee Signature

12/12/19
Date


Supervisor Signature