

## 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.

### EQUIPMENT/MACHINERY USED

1/8/2018

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.

**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.

Amot Abbawo  
Employee Printed Name

[Handwritten Signature]  
Employee Signature

1-9-18  
Date

[Handwritten Signature]  
Supervisor Signature

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## **Job Description Sanitation/Production Employee**

### **SUMMARY**

Responsible for the upkeep of production and non-production areas during production hours. Employees keep the floor clear of debris and keep the floors dry using squeegees, including removal of garbage and cardboard. Includes cleaning of welfare areas and outside property as assigned. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

### **PRIMARY RESPONSIBILITIES**

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, disposable sleeves, blue vinyl gloves, clean smock, and yellow rubber boots.
2. Must complete safety training associated with any chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use SDS information when needed.
3. Must be able to do physically demanding work with some lifting (30-50 lb.). Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 4 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
4. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and policies.
5. Floor squeegees and waste shovels will be used to remove liquids and or product from floor areas. Squeegees should be used in a pulling motion whenever possible with the head not leaving the floor whenever possible. Squeegeeing underneath exposed product is only acceptable at mid-shifts or if direction by Supervisor is given. Squeegees and shovels should be carried with the bottoms as low to the floor as possible and should be stored in a sanitizer bath when not in use.
6. Any trash off the floor should only be put into black garbage bags and should be stored as far away from product lines as possible. Clear garbage bags are used by the sinks and production lines for garbage that has not fallen to the floor and potentially has been contaminated. When removing full garbage bags from waste receptacles, the bags should be pulled down through the skeleton so the waste stays as low to the floor as possible and should be carried as low as possible.
7. When touching squeegees, items from the floor, shovels, waste receptacles or anything considered dirty or contaminated, you will need to change your gloves and wash your hands before touching any clean plant surfaces.

### **PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in warm and cold temperatures, and some lifting of 30-50 pounds. Employee must possess physical stamina with a range of motion and dexterity. May be required to work an occasional Saturday and/or Sunday as needed.

12/19/2017

**JOB REQUIREMENTS**

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

**TRAINING REQUIREMENTS**

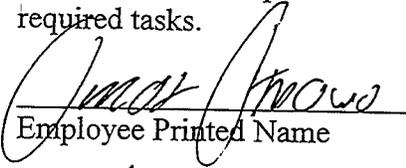
Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO), Sanitor Training

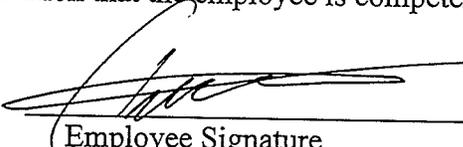
**EQUIPMENT/MACHINERY USED**

Floor Squeegees, Plastic Shovels, Brooms, Dust Pans, Mops, Cardboard and Trash Compactors,

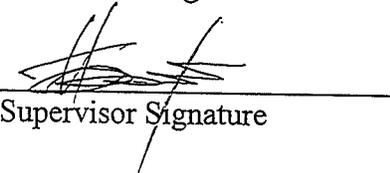
**SIGNATURES**

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.

  
Employee Printed Name

  
Employee Signature

12-19-17  
Date

  
Supervisor Signature