



Loader Job Description

Division/Department: Operations/

Reports to Warehouse Manager

Level/Grade:

Type of position:

Full-time Contractor
 Part-time Intern

Exempt
 Nonexempt

General Description:

This position is responsible for loading and verifying all outbound sales orders onto pre-designated trailers.

The loader will be expected to perform some or all of the duties, tasks, and responsibilities shown in the job description:

- Maintain Quality Control on all products prior to loading.
 - * Load product in a safe manner, ensuring product integrity for customers.
 - * Bring concerns about product integrity to Supervisor's attention.
 - * Position non-conveyable product with associated conveyable product.
 - * Secure load with load bars when loading is complete.
 - * Communicate any special circumstances to the dock supervisor before loading
 - * Maintain effective working relationships with peers.
 - * Comply effectively with company work and safety rules.
 - * Continually meet assigned production standards.
 - * Maintain a quality of work and timeframe to meet demands
 - * Follow directions.
 - * Work independently and in a team environment.
 - * Be trained and certified to operate any required equipment within 30 days after hire.
 - * Comply with company attendance policy.
 - * Maintain a flexible work schedule to meet the changing needs of the Distribution Center: work schedules may require working an early shift, staying long for a late shift, and weekend work depending on the customer and operational requirements of the division.
 - * Work in cold temperature conditions that may range from 34° to 48°
 - * Stand, walk, bend, stoop, push, pull, grasp and reach above the head continuously for a period of 8 hours or more.
 - * Ability and willingness to select/load/unload and/or deliver ALL products that may be ordered by our customers. Count, weigh or measure items shipping out in order to verify information against Sales orders
- Safely utilize forklifts and pallet jacks to move warehouse materials according to proper safety instructions and as directed
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Work experience requirements:

- Previous experience with safe operation of forklift
- Must be able interpret documents such as operating and maintenance instructions, safety rules, and procedure manuals
- Ability to calculate mathematical values

- Must have a working knowledge of Internet software usage, order processing systems, inventory software and word processing software
- Must be knowledgeable in warehousing procedures
- Ability to give attention to detail is a must
- Must be able to stand for a long period of time
- Must be able to lift up to 50lbs. This job description is not intended to be all – inclusive. Employee may perform other related duties as delegated to meet the ongoing needs of the organization.

Education Requirements:

High School Diploma or equivalent. Must be at least 18 years of age.

Employee Name:

Employee Signature:

Date of Hire:

Date Signed:

Dept. Manager Name:

Dept. Manager Signature: