



JOB POSTING 3/14/18

SHIPPING/RECEIVING MATERIAL HANDLER – 2ND SHIFT

Job Title:	Shipping/Receiving Material Handler	Position Type:	Fulltime
Department/Group :	99 – Shipping	Reports To:	VP of Operations
Back Up:	Shipping/Receiving Coordinator	Document #:	JD99.2.2
Job Description			
Summary of Position			
<p>Transport incoming or outgoing material to designated areas using a hand jack or forklift. Supply production area with needed materials from inventory. Load or unload material onto or from pallets, trays, or shelves. Process required paperwork.</p>			
Role and Responsibilities			
<ul style="list-style-type: none">● Attach identifying tags to containers or mark them with identifying information.● Read work orders or receive oral instructions to determine work assignments or material or equipment needs.● Record numbers of units handled or moved, using daily production sheets or work tickets.● Move freight, stock, or other materials to and from storage or production areas, loading docks, or delivery vehicles, by hand or using trucks, tractors, or other equipment.● Sort cargo before loading and unloading.● Assemble product containers or crates, using hand tools and pre-cut lumber.● Load and unload ship cargo, using winches or other hoisting devices.● Pack containers and re-pack damaged containers.● Carry needed tools or supplies from storage or trucks and return them after use.● Ensure Food Safety procedures are in place.			
Qualifications and Education Requirements			
<ul style="list-style-type: none">● Forklift certified			
Preferred Skills			