



JOB DESCRIPTION

Revision Date
07/22/2022

Job Title:	<i>Material Handler</i>		
Department:	<i>Shipping</i>		
Reports to:	<i>Distribution Manager</i>		
Grade:	Type of Position:	Classification:	
	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Contractor/ Temp <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salaried Exempt <hr/> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	

Job Summary

The Material Handler performs various warehouse activities to ensure the fulfillment and efficient operation of the Warehouse such as receiving, sorting, consolidating, picking and shipping.

Essential Job Functions

- Receive, palletize, pallet id, sort, pick, shrink wrap, load and unload trucks.
- Verify quantities and receive product from other stock warehouses.
- Mark Pallets with Pallet ID and product description.
- Stock finished product in freezers.
- Stock and pull pallets from the blast and freezer.
- Read print Ticket and efficiently pull orders.
- Provide Production with product from Home farm.
- Check for damaged goods.
- Maintain material-handling equipment by completing pre-use inspections.
- Other duties may be assigned.
- Follow Good Manufacturing Practices.
- Maintain safe and healthy work environment by following standards and procedures, complying with legal codes and regulations.
- Report any damages to company vehicles and trailers via eMaintenance work order program.
- Report any animal welfare related issues to management immediately.
- Maintain regular and punctual attendance.
- Comply with all company policies and procedures.

Education and Experience Requirements

- High School Diploma or equivalent preferred
- 2-years Warehouse experience
- 1-year cold storage preferred
- Ability to do Basic Math.
- Must be able to operate a Pallet Jack, Forklift, Dock truck, and handheld scan device.
- Ability to multitask and effectively prioritize workload.
- Strong organizational, analytical, and problem-solving abilities.
- Must be self-motivated.



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Physical Demands

- Regularly works around moving mechanical parts and machinery inside warehouse floor. Constant exposed to temperatures that are under freezing. Noise level may be loud at times.
- The ability to move 50 pounds alone and 80 pounds with assistance constantly.
- Must be able to walk and stand for extended periods of time.
- Must be able to bend, stretch, push, pull, and move as needed.
- Must be able use hands for simple/firm grasping.

DISCLAIMER

- This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.
- All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to which will be required in this position. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliance with Federal and State Laws). Continued employment remains on an “at-will” basis.
- I have read this job description (or had it read to me) and I fully understand all of my job duties and responsibilities as set forth herein. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

EMPLOYEE

ACKNOWLEDGMENT:

Date: