

# QUAKER VALLEY FOODS, INC.

## POSITION DESCRIPTION

<b>POSITION TITLE</b> Utility	<b>LOCATION</b> PA	<b>GRADE</b>	<b>DEPARTMENT</b> NEP
<b>SUPERVISORY DUTIES</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FLSA</b> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>	<b>JOB CODE</b>	<b>REPORTS TO</b> Production Supervisor

### APPROPRIATE SIGNATURES

Signature of Immediate Supervisor

Signature of Department Manager

Title: Production Supervisor

Title: Plant Manager

Date:

Date:

Signature of Human Resources Manager

Date:

Judy Harris

### SUMMARY

Stock and receive merchandise under the direction of Warehouse supervision.

### DESCRIPTION OF PRIMARY DUTIES AND RESPONSIBILITIES

Receive and stage newly arrived product as provided below:

- Prior to unloading vehicle, verify that the trailer and product is free from infestation.
- Verify inbound piece count prior to dating and signing carrier's freight bill.
- Segregate incoming freight into designated receiving area to insure receiving process to begin in a timely manner.
- Accurate check-in of all products.
- Placement of put away label to product as to not destroy or deface products.
- Complete receiving documentation must be forwarded to the Inv. Control Dept.
- Stage inbound receipt in designated area.

### PHYSICAL REQUIREMENTS

Place merchandise on shelves from ground level to 4 feet high.

Visual requirements are for near vision (clarity at up to 20 inches), mid-rang vision (clarity at more than 20 inches and less than 20 feet), color vision, depth perception, and unimpaired field of vision.

0% of time looking at a computer.

Stock locations with newly arrived and existing merchandise.

Put away stock in timely manner.

Regularly rotate and replenish stock to ensure oldest merchandise is used first.

### **ADDITIONAL DUTIES**

Stack and remove all empty pallets to designated area.

Depose of any trash properly.

May be required to assist in other warehouse activities as required.

Power equipment returned to proper area and charged

### **SKILLS NEEDED**

High school diploma or general education degree (GED) preferred; or one to three months related experience and/or training; or equivalent combination of education and experience.

Ability to read letters and numbers, in English, on orders to ascertain correct location of merchandise.

Ability to operate material handling equipment in a safe, efficient manner (Powered equipment certified)

Ability to lift and retrieve merchandise from shelves ranging from 0-6 feet high.

Ability to follow written or verbal instructions.

Ability to perform simple math, including counting, and addition and subtraction in up to three digit numbers.

Accuracy; attention to detail.

### **SUPERVISORY CONTROLS**

Follow clear, detailed, and specific assignments or instructions.

Work as instructed and consult with supervisor on all matters not specifically covered in the original instructions or guidelines.

Work is closely controlled and is reviewed for accuracy, adequacy, and adherence to instructions and established procedures.