



# Job Description

**Job Title:** Night Loader

**FLSA Job Classification\*(3):**  non-exempt  salaried non-exempt  exempt

**DBI Job Classification (3):**  full-time  auxiliary/part-time  temporary

*\*determined by HR department/job evaluation process*

**Reports to (job title):** Warehouse Supervisor/ Manager

**GENERAL PURPOSE:** (Summarize overall purpose of job). Ensure all orders are pulled and loaded in a timely and safe manner.

**ESSENTIAL FUNCTIONS:** (Core duties or tasks that are fundamental to the performance of the job. That is, if an incumbent could not perform one or more essential functions, the job would not get done. Most jobs have three to eight essential functions. List, in order of importance, the percentage of time the incumbent will devote to each essential function).

		<u>% of Time</u>
1	Report to work as scheduled. This includes attendance as well as punctuality.	5%
2	Operate forklifts, pallet jacks, sweepers, scrubbers, and delivery trucks in a safe, responsible and professional manner. This includes pre-trip inspections.	5%
3	Pulling orders on company generated pick sheets	8%
4	Maintain warehouse to high sanitary and cleanliness standards	7%
5	Follow all security procedures to safeguard associates, the facility and prevent product loss	5%
6	Load trucks with the correct items and quantities in a manner that allows efficient deliveries	20%
7	Possess a good knowledge of our products, including product identification, location, and proper handling and storage methods.	10%
8	Follows all company work rules and regulations	3%
9	Thorough knowledge of supplier dating method and requirements	2%
10	Check and verify product and quantities built orders match pallet build sheet	10%

**TOTAL** (must equal 100%)

**SECONDARY FUNCTIONS:** (Non-essential duties or tasks that are not fundamental to the performance of the job. That is, if an incumbent could not perform one or more secondary functions, the job would still get done. List in order of importance and the percentage of time that the incumbent will devote to each secondary function).

		<u>% of Time</u>
1	Perform other duties as assigned	5%
2	Performs work tasks safely, and contributes to overall safe work environment and report any unsafe conditions.	5%
3	Meet daily and monthly productivity goals in terms of cases per hour	5%
4	Replenish rack items on nightly basis	10%
5		
6		

7		
8		
TOTAL (must equal 100%)		100%

**QUALIFICATIONS/BASIC JOB REQUIREMENTS:** *(Specify minimum number of years of job-related experience required; type of degree required; certificates/licensure. Specific skills required, e.g., computer programs, secretarial skills, special machines, etc.)*

**ADMINISTRATIVE SKILLS:**

*Ability to add, subtract, multiply and divide.  
Ability to complete all paperwork in a neat and timely manner*

**FUNCTIONAL/TECHNICAL KNOWLEDGE:**

*Forklift, pallet jack and hand-truck experience.  
Must be able to drive and back delivery trucks within the yard.*

**COMMUNICATION SKILLS:**

*Strong written and verbal communication skills.  
Strong customer service skills.*

**SKILLS SET COMPETENCIES:**

**AREA OF REQUIRED KNOWLEDGE:**

*High school diploma or equivalent.*

*These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or associate from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.*

**PHYSICAL REQUIREMENTS:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Seeing                               | <input checked="" type="checkbox"/> Finger  | <input checked="" type="checkbox"/> Lifting 50lbs regularly and 170lbs on occasion            |
| <input checked="" type="checkbox"/> Color Perception (Red, Green, Amber) | <input checked="" type="checkbox"/> Ability to Move Distances Within and Between Warehouses/Offices | <input checked="" type="checkbox"/> Carrying 50lbs  |
| <input checked="" type="checkbox"/> Hearing/Listening                    | <input checked="" type="checkbox"/> Climbing  | <input checked="" type="checkbox"/> Driving (local/over the road)                             |
| <input checked="" type="checkbox"/> Clear Speech                         | <input checked="" type="checkbox"/> Ability to Mount and Dismount Forklift/Truck                    | <input checked="" type="checkbox"/> Bend, squat, sit and stand for a prolonged period of time |
| <input checked="" type="checkbox"/> Touching                             | <input checked="" type="checkbox"/> Pushing/Pulling   |   |
| <input checked="" type="checkbox"/> Dexterity                            |   |   |
| <input checked="" type="checkbox"/> Hand                                 |   |   |

**MENTAL/REASONING REQUIREMENTS:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Reading - Simple | <input type="checkbox"/> Writing- Complex             | <input type="checkbox"/> Analysis/Comprehension   |
| <input type="checkbox"/> Reading - Complex           | <input checked="" type="checkbox"/> Clerical          | <input type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing – Simple | <input checked="" type="checkbox"/> Basic Math Skills |   |

**WORK ENVIRONMENT:**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Shift Work              | <input checked="" type="checkbox"/> Extreme Heat – summer temperatures | <input type="checkbox"/> Pressurized Equipment     |
| <input type="checkbox"/> Works Alone                        | <input checked="" type="checkbox"/> Extreme Cold – cold boxes          | <input checked="" type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others       | <input checked="" type="checkbox"/> Noise                              | <input type="checkbox"/> High Places               |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Mechanical Equipment               | <input checked="" type="checkbox"/> Fumes/Odors    |
| <input checked="" type="checkbox"/> Face-to-Face Contact    | <input type="checkbox"/> Electrical Equipment                          | <input type="checkbox"/> Hazardous Materials       |
| <input checked="" type="checkbox"/> Inside                  |  | <input checked="" type="checkbox"/> Dirt Dust      |
| <input checked="" type="checkbox"/> Outside                 |  |  |

**DISCLAIMER:**

*The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.*