



Standard Operation Procedures

Subject:

Position Descriptions

Procedure No:

Revision Date: April 26, 2018

POSITION DESCRIPTION-INTERNAL POSTING

POSITION TITLE: Shipping and Receiving Clerk
DEPARTMENT: 130001 / Shipping and Receiving
REPORTS TO: S&R Manager -Chris Turner
CLASSIFICATION: Non-Exempt
STATUS: Full Time

Shipping and Receiving Clerk

The primary role of the Shipping and Receiving Clerk loads and un-loads truck, maintains inventor, picks orders for shipping and maintains documentation.

Primary Responsibilities: The duties for this position include but are not limited to the following:

- Is responsible for shipping and receiving documentation to include HACCP, QC and Ross paperwork as applicable to the position.
- Will participate in and is responsible for conducting inventory counts of finished goods, packaging materials and ingredients as directed by the Shipping and Receiving Manager.
- Continually monitors product quality and advises supervision of quality issues. Is responsible for ensuring proper packaging, coding, label and pallet configuration of shipments.
- Will monitor and report on food safety issues when perceived. Will conduct themselves in a safe manner during all activities and advise supervision of any safety issues. Should continually monitor the facility for security measures or breeches.
- Bulk Receiving (tankers)
- Loading and unloading trucks
- Order Selecting
- Rotating Finished Product
- Willingness to work various shifts
- Wrapping staging orders
- Cover for other employees on PTO

- **Qualifications:** To be eligible for this position, candidates should meet the following requirements:
 - Must be able to lift 50 lbs., Must be able to stand for extended periods of time. May be required to stoop and or climb as needed.
 - Must be fork lift qualified. Is able to operate all equipment on the dock to include all lifts, the shrink-wrapper, baler, etc.

