



## **JOB DESCRIPTION**

Job Title: **Warehouse Operator**  
Reports to: **Lead Operator**

Rev Date: **06/2018**  
Area: **Main Plant**  
Prepared by: **K Basehore**

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**A. General Activity:** Summarize briefly the position's primary duties and responsibilities.

The Warehouse Operator takes direction from the Lead Operator, or designee, on shift to shift basis, with general oversight of the Production Manager. Generally, the Warehouse Operator for the Main Plant loads and unloads trucks at the dock, manages the arrival of trucks, and maintains salt inventory in the Lower Warehouse.

**B. Essential Functions:** List the essential functions of the position in order of importance and the percentage of time you spend on each function.

**Safety**

- Wear eye protection at all times
- Wear steel toe shoes at all times
- Perform job functions in a safe manner

**Production**

- Maintain current training and functionality on all Salt Operator duties
- Unload trucks of pallets, supersacks, film, or other raw materials, as they arrive at the dock
- Notify the appropriate personnel of the material's arrival
- Load packaged salt onto outbound trailers
- Complete required paperwork for each load, including Bill of Lading, internal transfer slips, pick lists
- Help manage warehouse cleanliness and organization
- Manage truck traffic to and from the dock
- Keep the Lead Operator and management informed on bin stock levels
- Answer the outside line at the dock in a professional manner
- Communicate trucking/load issues with plant management, Lead Operators, and the customer service representative as needed
- Other tasks, as defined by the Lead Operator, or designee

**C. Special Knowledge, Skills and Training:** List the special knowledge, skills, and training, (supervisor, written/verbal communication, spreadsheet/computer, negotiation, and certification) required to perform the job.

- Basic understanding of cGMP and cGDP requirements
- Forklift certification
- Basic mechanical aptitude/trouble shooting skills
- Ability to lift 55-pound bags of salt
- Ability to climb ladders, and work at on an elevated platform
- Ability to stand/walk for the majority of the shift
- Ability to work in and around trailers and box trucks
- Ability to work in hot, summer environments, and cold, winter environments
- Ability to work around steam, hot liquids, and acidic liquids safely

**D. Education (minimum requirements/equivalent):**

- High school diploma or GED

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**E. Organization:** Chart the organization in which this position is located. Fill in the position's title, title of the immediate supervisor, title of the next higher level of management above the supervisor, peer positions, and titles of persons reporting to the position described (subordinate positions).

Next Level:	VP Operations
Next Level:	Production Manager
Incumbent:	Warehouse Operator

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**Human Resources use only:**

  
HR Director

Date: 7/12/18