



Employee Training Checklist

Name: _____

Position: _____ Hire Date: _____

ASSISTANT OPERATOR

Begin job training - Orientation with Supervisor : _____/_____

- | | |
|---|---|
| <input type="checkbox"/> Introduction to Assistant Position | <input type="checkbox"/> Introduction to Shipping and Receiving |
| <input type="checkbox"/> Super Sacks and Bagger | <input type="checkbox"/> Product ID (T-50, USS, PQ etc) |
| <input type="checkbox"/> Centrifuge and Dryers | <input type="checkbox"/> Upper Warehouse structure |
| <input type="checkbox"/> Pallatizer and Conveyor | <input type="checkbox"/> Lower Warehouse structure |
| <input type="checkbox"/> Alarm Panel | <input type="checkbox"/> Load Board & Bin IDs |
| <input type="checkbox"/> Production Paper work | <input type="checkbox"/> SCR codes & Loading Instructions |
| <input type="checkbox"/> Assistant Log | <input type="checkbox"/> Break Room and Loading dock |

Trainee Signature of Comprehension: _____/_____

Warehouse Training by : _____/_____

All training is to be done against procedures

- | | |
|--|---|
| <input type="checkbox"/> Warehouse Orientation Training | <input type="checkbox"/> Truck Loading Procedure |
| <input type="checkbox"/> Basic forklift operation | <input type="checkbox"/> _____ Trained against Procedure |
| <input type="checkbox"/> _____-Initial for forklift competence | <input type="checkbox"/> Buzzers and Loading Priorities |
| <input type="checkbox"/> Filling LP gas tanks | <input type="checkbox"/> Pick up # & Load Board |
| <input type="checkbox"/> Racking System | <input type="checkbox"/> Time Clock and Pager system |
| <input type="checkbox"/> (racks 10, 16 & 22) | <input type="checkbox"/> SCR system |
| <input type="checkbox"/> Loading and Unloading Racks | <input type="checkbox"/> Loading Paper work |
| <input type="checkbox"/> Proper Warehouse Housekeeping | <input type="checkbox"/> Seals and Sign offs |
| <input type="checkbox"/> Product Identification | <input type="checkbox"/> Trailer loading |
| <input type="checkbox"/> (T50, U50, USS, PQ, etc.) | <input type="checkbox"/> (supervised for a minimum of 10) |
| <input type="checkbox"/> Bin Assignment system | <input type="checkbox"/> _____ |

Trainee Signature of Comprehension: _____/_____

Assistant Operator Training by : _____/_____

- | | |
|---|---|
| <input type="checkbox"/> Assistant Operator Responsibilities | <input type="checkbox"/> Assistant Operator Training |
| <input type="checkbox"/> Warehousing finished product | <input type="checkbox"/> Forklift Guidelines and Safety |
| <input type="checkbox"/> Checking print, seals, wrap and tags | <input type="checkbox"/> Production Logs |
| <input type="checkbox"/> Pallet count & Production log | <input type="checkbox"/> Pallet Count log and load tracking |
| <input type="checkbox"/> Alarm Panel | <input type="checkbox"/> SCR codes and customer specs. |
| <input type="checkbox"/> (communicating problems) | <input type="checkbox"/> Arch Sampling |
| <input type="checkbox"/> Dryer and Bagger Operation | <input type="checkbox"/> Bagger Operation |
| <input type="checkbox"/> (communicating problems) | <input type="checkbox"/> Pallatizer and conveyor system |
| <input type="checkbox"/> Pallatizer, conveyor, and wrapper | <input type="checkbox"/> Super Sack Machine |
| <input type="checkbox"/> Product Weights and Bagger Cal. | <input type="checkbox"/> Dryer Controls and Steam valves |

Trainee Signature of Comprehension: _____/_____