



<b>POSITION:</b> Mid Shipping/Receiving	<b>HOURS:</b> Sunday-Thursday; 10:00am-Varies
<b>DEPARTMENT:</b> Operations	<b>WAGE:</b> \$10.00-\$11.50
<b>LOCATION:</b> Fairmont, MN	<b>TO APPLY:</b> E-mail Resume to <a href="mailto:hr@hawkeyefoodservice.com">hr@hawkeyefoodservice.com</a>
<b>DATE:</b> 05/08/2012	Employment is contingent upon passing background check, drug screen and physical capacity test. EOE

**Job Summary** - Under the limited supervision of the Warehouse Manager, this person is responsible for the safe operation of warehouse material handling equipment for the purpose of receiving, transporting, storing, unloading, locating, relocating, stacking, and counting merchandise. Must be able to apply knowledge of driving, stocking, and replenishing skills in maneuvering material handling equipment at varying speeds in difficult situations: such as heavy traffic, crowded conditions, wet or slippery floors, or high heights.

**Department:** Warehouse  
**FLSA Status:** Non-Exempt

**Duties and Responsibilities**

- **Processing of Inbound Freight**

- Checks product being received with description and quantity ordered on Purchase Orders recording all shortages, overages, any damaged product and products not on Purchase Order. Check for infestation and product code dates.
- Responsible for transportation of freight from the dock area to the proper storage area in a safe and timely fashion.
- Document all general conditions and temperatures of inbound trailer receipts.
- Assists in the unloading of backhauls and over the road deliveries as necessary.
- Efficiently stack and store the merchandise in the appropriate area insuring proper stock placement or rotation of all products in accordance with company policies and procedures.
- Safe and timely handling of all products to assure minimal risk of damage or loss.
- Put returned product in the proper locations to be restocked

- **Repackaging Of Product/Preparation Of Bag Items For Shipment**
  - Responsible for the physical repacking of product. Weigh product when necessary.
- **Will Calls**
  - Be very sensitive to the customers' needs. Assist in the timely loading of product into customer vehicles.
  - Pull and prepare product for shipment, ensuring that the exact number and type of product is loaded and shipped. Perform picking duties in an efficient manner that meets customer service standards.
  - Restock returned items at will call door.
- **Safety, Sanitation and Security**
  - Maintain a clean, neat and orderly work environment.
  - Conduct operations in a manner that promotes safety.
  - Report all accidents involving employee or company property and equipment.
- **Other Duties**
  - All warehouse workers will be required to work other aisles or areas of the warehouse as assigned by the Manager or Supervisor.
  - All warehouse workers will be required to perform daily inspections of their area of responsibility and equipment.
  - Other assigned duties may be required.

### **Knowledge, Skills, Abilities and Equipment**

- Demonstrates safe handling of equipment.
- Job entails a high degree of attention to prevent injury to others as well as company property.
- Must pass pre-employment drug screening and background check.
- Must have the ability to read, write English, and perform simple mathematical calculations with general mental ability to handle paperwork documentation related to job duties.
- Must be able to perform basic tasks on a computer terminal.
- Professional representation of the company through responsible warehousing skills, professional appearance, and superior customer service must be adhered to.
- Pass company-administered power material handling training program.

- Hazardous materials training for all products stored or used by Hawkeye Foodservice Distribution, Inc.
- OSHA “Right to Know” training.
- Proper material handling (lifting) training.
- All safety meetings must be attended unless permission to be absent is authorized by a manger or supervisor.

### **Education and Experience**

- High school diploma or equivalent preferred.
- Must have one to six months of experience.

### **Physical Requirements**

- Must be able to remain standing and/or walking for a minimum of eight hours per day, five days per week.
- Must be able to walk on non-forgiving surfaces such as concrete, wood, metal, and sometimes on slippery and wet surfaces.
- Must be able to bend, twist, climb, and move about easily in small places.
- Must be able to lift objects up to and including 80 pounds.
- Must be able to perform frequent pulling and pushing of products with or without the aid of material handling equipment.
- Must be able to frequently reach for and lift products at waist level, above shoulder height, or below waist level.
- Must be able to load and unload full trailers of product weighing as much as legal limits are applicable to the particular trailer.
- Must be able to work effectively in all temperature ranges and subject to ambient weather conditions.
- All applicants hired must complete a strength assessment and fall within the guidelines established for the position. This job falls within the M – Medium Work – Exerting 36 to 50 pounds of force occasionally, and/or 22 to 30 pounds of force frequently, and/or up to 11 to 15 pounds of force constantly to move objects. In order to be eligible for employment, applicant assessment results must meet the minimum BIS Range of 171-200.