

Quaker Valley Foods, Inc.
JOB DESCRIPTION

Job Title: Pallet Jack Operator	Occupation Code:
Department: Warehouse	Salary Grade:
Reports To: Director of Operations	Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
Positions Supervised: 0	Location: Philadelphia, PA

Position Summary: In a fast paced warehouse, operator has to pick a high number of orders everyday. The Operator has to move fast, pick up lots of cases of product in a refrigerated warehouse.

Duties:

- Properly select, stack neatly on pallet, and label product for shipment to customers.
- Receives labels from supervisor for selecting purposes and product identification.
- Selects products by using electric pallet jack to transport product.
- Selects products by using wireless headsets/voice-automated selection system
- Stacks products neatly on wooden pallet. Heavy products on the bottom of the pallet, if more than one order on a pallet must keep orders together and separate.
- Must correctly label product so that label can be seen on the outside of the pallet.
- Responsible to staging full pallets for loading. Must identify each pallet by route number, batch number, and his/her initials.
- Must keep work area clean by picking up paper, plastic wrappers, scrap wood, and broken pallets.

Qualifications:

- Ability to read letters and numbers, in English, on orders to ascertain correct location of merchandise.
- Ability to perform simple math, including counting, and addition and subtraction.
- Must be able to lift weights of 25-100 lbs. frequently.
- Must be able to be able to bend and lift frequently.
- Must be able to follow directions and work independently.
- Requires high degree of attention, skill, and dexterity in the control of pallet jack and stacking of product on the pallet.
- Must be able to work 8-10-hour shifts, nights, weekends and holidays.
- Must be able to understand instructions in English that has a voice-automated selection system.
- High school diploma or general education degree (GED) preferred; or two to three months related experience and/or training; or equivalent combination of education and experience.
- Ability to operate material handling equipment in a safe, efficient manner (Powered equipment certified)
- Ability to lift and retrieve merchandise from shelves ranging from 0-8 feet high.
- Ability to follow written or verbal instructions.
- Accuracy; attention to detail.

Physical/Mental Demand Analysis:

Physical Requirements:	Ability to sit, drive, stand, traverse. Agility, arm/wrist/hand movement. Moderate walking, standing, and/or climbing; lifting and carrying, stooping, bending, kneeling, and reaching.
Visual Requirements:	Visual acuity.
Hearing Requirements:	Normal hearing/listening
Working Conditions:	Working in a Freezer/Refrigerated Warehouse. Working around machinery with moving parts; work around moving objects and motorized vehicles.
Mental Power:	Ability to make decisions that are varied. Ability to operate within established policies, procedures, and schedules. Able to multi-task and meet deadlines.

As a representative of Quaker Valley Foods, all comments, attitudes, actions, and behaviors have a direct effect on the organization's image and perceptions of quality service. Interaction with visitors, coworkers, supervisors, and other employees must be friendly, supportive, courteous, and professional. This behavior will promote an atmosphere of teamwork congruent to our values, vision, and strategic objectives.

I hereby certify that I have read and understand my position description. In addition, I accept the responsibility of this position and acknowledge that I have received a copy of my position description.

Employee:	Date:
Manager:	Date:
HR Manager:	Date:

The above description reflects details considered necessary for compliance with the Americans With Disabilities Act (ADA) and for the purpose of job evaluation. The details shall not be construed as a description of all work requirements that may be inherent in the job, nor are they to be construed as giving exclusive title to each duty enumerated.

