

JOB DESCRIPTION

Title/Position: Cookie Plant Warehouse 2

Department: Cookie Production

Supervisor: Cookie Plant Manager

Hours/Shift: Full Time (2nd Shift / 3rd shift)

JOB SUMMARY:

The cookie plant operation requires cross training between different positions. The 2nd shift warehouse person will need to perform all warehouse 2 functions as well as assist production as needed with end of line palletizing, cleaning and other operator duties.

- Supply plant with packaging and raw materials, remove finished goods and place in stock
- Loading and unloading trucks
- Safe operation of forklift truck in congested areas and stacking of pallets
- Perform transactions on computer

ESSENTIAL FUNCTIONS:

- Good attendance (as defined by attendance policy)
- Must be able to lift, carry, and stack 20-50 pound boxes repeatedly during the shift. Push or pull up to 100 lbs at times during the shift.
- Involves repetitive motion of hands and arms for extended periods of time and use of ladders
- Any lifting of over 50 lbs. requires a team lift
- Stoop, kneel, climb or squat on a frequent basis
- Use hands to grip, pinch, handle, reach, or feel on a frequent basis
- Possess manual dexterity
- Able to perform repetitive tasks up to 12 hours per day

RESPONSIBILITIES:

- Must be able to professionally interact with various department, customers, and carriers.
- Must be able to perform inventory tasks such as cycle counting and stock rotation.
- Operate within standard operating procedures and job safety.
- Ensure a clean and safe work area. Responsible for safety policies and programs adherence.
- Other duties as assigned.
- Adherence to the company attendance policy is required, which includes expectations of punctuality and limited unapproved absences

ASSIGNMENT, REVIEW & APPROVAL OF WORK:

- Under the direction of the Cookie Plant Manager, activities are assigned and conducted according to company policies and procedures.

QUALIFICATIONS:

- Must be at least 18 years old.
- Must possess (or be able to develop) a high degree of forklift operation skills
- Must have ability to work under time pressure and perform several tasks at the same time.
- Must be able to work well with numbers, keeping orderly and accurate records.
- Must be trainable to operate tractors and move trailers around yard and into truck bays.
- Must have basic computer operation skills.
- Prior warehouse experience required.

If interested in this position, return app/resume to: Attn: John Davidson, Joy Cone Co., 3435 Lamor Road, Hermitage, PA 16148.