

Refreshment Services, Inc.
JOB DESCRIPTION

Job Title: LOADER Department: WAREHOUSE

Reports to: WAREHOUSE MANAGER Exempt status: NON-EXEMPT

General purpose of the position: To accurately load and unload trucks in warehouse for proper distribution of stock. Maintain warehouse stock in proper order, while keeping the warehouse neat and organized. Provide the general janitorial & light maintenance work to the company premises.

Duties & responsibilities:

- Unload product from incoming trucks, and place in proper area in warehouse. Utilize proper rotation of stock while storing new product. Unloading and movement of product will be done using a forklift, pallet jack and/or hand carts.
- Reload empty trucks with damage and product that is to be recycled, for delivery back to Wispak.
- Load trucks for delivery of product to customer locations, per instructions on the bulk order sheets. Loading will be done using a forklift, pallet jack and/or hand carts.
- Build bulk orders on pallets from warehouse stock.
- General janitorial tasks inside the building. This includes running the floor scrubber on the warehouse floor.
- General light maintenance tasks inside and outside the building.
- Fill CO2 tanks.
- Other duties as assigned.

Education & experience:

- High school diploma or GED required.
- Forklift experience or certification preferred.
- Valid driver's license. Motor Vehicle Record must show no more moving violations than are allowed by our Driver's license policy.

Skills & abilities:

- Must be able to frequently lift up to 60 lbs.
- Must be able to use basic tools, such as: utility knife, floor scrubber, floor jack, hand carts, etc.)
- Must be able to follow written and oral instructions.

Physical demands:

- Repetitive lifting of up to 60 lbs.
- Frequent pushing, pulling, bending, stooping, standing, turning, twisting and walking.
- Work in varying job conditions including; heat, cold, damp, inside, outside.