



COUNTRY FRESH MEATS

Material Handler

Job Title: **Material Handler**

FLSA Status: Non-Exempt

Department: Warehouse

Reports To: Warehouse Supervisor

Summary

Loads, unloads, and moves materials within plant while observing all safety regulations, ensuring all **GMP** (good manufacturing practices) and **HACCP** (hazard analysis critical control points) quality standards are met while maintaining storage of products.

Essential Duties and Responsibilities

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

1. Reads work order or follows oral instructions to determine materials to be moved.
2. Opens containers.
3. Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand.
4. Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit.
5. Transports materials from storage or work sites to designated area.
6. Counts, weighs, and records number of units of materials moved or handled on daily production sheet.
7. Attaches identifying tags or labels to materials or marks information on cases, bales, or other containers.
8. Stacks or assembles materials into bundles and bands bundles together.
9. Removes samples of materials, labels with identifying information, and takes samples to laboratory for analysis.
10. Operates industrial truck or electric hoist to assist in loading or moving materials and products.

Required Knowledge, Skills and Abilities:

- Is punctual, dependable and able to show up for work as scheduled
- Able to work safely and abide by GMP, HACCP and OSHA
- Able to maintain good personal hygiene
- Able to safely drive tow motors or other motorized vehicles in tight quarters
- Able to read and prepare shipping and receiving records/reports and comprehend production schedules/pick sheets. Able to work in a fast-paced environment
- Able to be flexible and responsive to changing production needs
- Able to take instructions and follow directions
- Able to work as a team and treat others with respect
- Knowledgeable on basic mathematical skills
- Able to be flexible and responsive to changing production needs.

Minimum Qualifications

- High School Diploma or equivalent and one to three years related experience and/or training; or equivalent combination of education and experience.