



## Order Puller/ Loader Job Description

**TITLE: Order Puller/Loader**

**STATUS: Non-exempt**

**DEPARTMENT/AREA: Produce/Warehouse**

**POSITION REPORTS TO: Warehouse Supervisor**

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### **POSITION SUMMARY:**

The Order Puller/Loader is responsible for filling customer orders and delivering them to the loading platform in a manner that meets company standards for safety, security and productivity. The Order Puller/Loader is responsible for the completeness and correctness of all orders filled.

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### **ESSENTIAL FUNCTIONS:**

- Efficiently pull customer orders for shipment, ensuring that the correct number and type of product is loaded and shipped.
- Operate rider and/or forklift in performance of order filling duties when required.
- Carry or transport orders to shipping locations or delivery platforms with material handling equipment.
- Select product for shipment and stack on pallet neatly by using a pallet jack or forklift.
- Arrange all pallets to ensure safe delivery of products to customers and inspect all pallets for accurate stickers and addresses.
- Repack and weigh any orders that require such handling when necessary.
- Ensure inbound and outbound shipments are accurate and free of damage.
- Report quality variances.
- Isolate damaged items to a predefined marked area and report it to a supervisor.
- Load and unload shipments and place shipments on racking systems.
- Breakdown and restack merchandise from pallets.
- Complete necessary paperwork.
- Perform equipment safety inspections visually and operationally.
- Report any insecure or unsafe equipment to shift supervisor or maintenance staff.
- Conduct physical inventories as required.

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### **OTHER FUNCTIONS:**

- Meet company standards for productivity.
- Maintain a clean, neat, and orderly work area at all times.
- Assist in maintaining the security of the warehouse.
- Conduct operations in a manner that promotes and complies with safety standards.
- All other duties as assigned.
- Adhere to all company policies as outlined in the Potato King Inc. Employee Handbook.

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**REQUIREMENTS:****Physical Requirements:**

- Physical strength to lift 50lbs repetitively.
- Standing with walking is required up to 90% of the shift.
- Push and pulling pallets and lifting products is required approximately 55% during the shift.
- Bending, crouching, kneeling occasionally.
- Above average coordination, including eye-hand, hand-foot and balance.
- Above average endurance.
- Normal dexterity of hands and fingers with average repetition.
- Meeting testing requirements to operate a forklift and a rider. Annual re-evaluation and certification is required.
- Position must pass a post offer drug test and background check.

**Working Conditions:**

- Warehouse temperature between 34- 36 degrees Fahrenheit.
- Steel-toed shoes required to be worn at all times.
- Noise level in the warehouse environment is moderate to high.

**Knowledge and Skills Requirements:**

A positive attitude; ability to build and maintain cooperative working relationships with others; good communication and listening skills; ability to receive and follow direction; ability to read and count accurately, do simple math, and write legibly; dependability.

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**EDUCATION/EXPERIENCE:**

High School Diploma or equivalent preferred.

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**This job description reflects the current assignment of essential functions and is not meant to be all-inclusive. Duties and responsibilities may be assigned or reassigned to this job at any time.**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Due to the nature of our business in regard to such things as delivery schedules, order inputs, order selection, and Department of Transportation Hours of Service, overtime, attendance and punctuality are essential job functions. Should an individual in this classification not be able to adhere to this requirement due to a disability, they should contact the Human Resources department to see what, if any, reasonable accommodation may be made.**