GRAIN MILLERS

Warehouse Coordinator

Procedure: 88
Revision: 9
Location: St. Ansgar

Report to

Packaging & Warehouse Supervisor

Position Summary

The Warehouse Coordinator is responsible for picking product from warehouse and loading product onto van trailers and boxcars after inspecting all van trailers, bulk trucks and box cars to ensure they are appropriate to transport food grade product. They are to assist in moving bulk trailers into loading position and assist in the loading process. This position will also organize packaged food products in the warehouse. Maintain accurate and appropriate inventory records and documentation. Be able to operate and drive forklift, be able to operate and drive yard tractor to move trailers for loading.

Essential Job Functions

Responsibilities and regular duties include:

- Load product onto van trailers and box cars to minimize damage during transportation to customer.
- Complete appropriate documentation and record keeping for shipping and warehousing.
- Maintain first in/first out philosophy when preparing shipments.
- Obtain lab approval for product before shipping.
- Warehouse and organize food products packaged for trade and shipment.
- Coordination of shipping schedules with logistics on a daily basis.
- Inspection of van trailers, bulk trucks and boxcars to ensure food quality condition.
- Complete documentation of all trailer inspections.
- Maintenance of an accurate stock inventory of finished goods, ingredients, and packaging materials stored in warehouse.
- Proper inventory, handling, storage, and disposition of substandard hold product produced are required.
- Working with Lab Technicians for inspection and maintenance of warehouse inventories.
- Maintain a clean working environment keeping dock areas inside, outside and under dock levelers cleaned.
- Ability to safely operate forklift and complete all required training.
- Ability to operate yard tractor and move trailers into and out of docks, bulk loading area, across scale and into parking areas.
- Backup to FSB Inspector and handle Food Security Building operation after hours and on weekends.

Essential Qualifications

- High School Graduate or equivalent.
- Driving skills for semi-trailer operation to stage inbound and outbound trailers.
- Excellent organizational skills.
- Effective teamwork and communication skills with warehouse employees, logistics, lab, and production operations are expected.
- Safe forklift operation skills

Physical Demands

- This position will be moving throughout warehouse on foot and by forklift.
- Ability to frequently transfer on and off forklift is required.

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- You will also be required to re-stack pallets of product as necessary to remove broken or damaged 50# bags prior to shipment.
- Ability to change propane tanks at least every 12 hours on forklift. Tanks weigh between 20 - 40 # empty and 55 to 75# full
- You will be working inside and outside of warehouse depending on the day and schedule.
- Review the Physical Demands sheet for Warehouse Coordinator, document #498.

Work Conditions

- The work week is dependent upon the operations of the facility. There is an 8 hour shift, M-F and 12 hour shifts 4on/4off.
- There is occasional overtime on weekends, and holidays during the workweek, when business conditions require operation.
- Exposure to small grains and grain dust.

General Clause

This is a general job description which is not all inclusive. Working conditions, duties, and responsibilities are subject to changing plant requirements at any time. Management reserves the right to alter this position when conditions merit.

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