



GRAIN MILLERS, INC.

JOB DESCRIPTION

Title: Warehouse Utility

Reports to: Assistant Operations Manager

Position Summary:

To operate the toting stations, to organize and inventory warehoused goods, prepare product for shipping and assist the bag operator. To move pallets and load trucks (with fork trucks), inspect and load bulk trucks, boxcars and trailers and to clean respective equipment and areas of all the above mentioned. Have the ability to operate and drive yard tractor to move trailers for loading. Have the ability to communicate and work as a team member and know and follow all safety and good manufacturing practices.

Essential Job Functions:

- Operation of tote filling systems to process orders according to customer specifications.
- Communicate with the roller operator for daily production schedules.
- Organization and inventory of warehoused goods.
- Preparing product for direct shipments and load on to shipping containers and/or vans.
- Inspect van trailers and containers to ensure it is approved for food grade shipments.
- Assist the bag operator in warehousing product.
- Inspect packaging materials, bagging up to 100 lb products then sealing and code dating the bags.
- Positioning and loading poly bag totes and cardboard totes.
- Re-stacking 50 lb. bags, stretch wrapping stacked bags prior to storage.
- Record SPC data, and sample deliveries are quality assurance tasks.
- Check metal detector rejects between lot #'s and isolate rejected product.
- Cleaning and assisting in all Mills are regular tasks. Cleaning duties include scrubbing white lines in the warehouse (weekly), sweeping the warehouse (daily), blowing overheads, and shoveling approximately 20 lbs. (daily), vacuuming and scraping.

Physical Demands:

Physical activities include walking, climbing approximately 12 feet, kneeling, lifting of approximately 25 - 100 lb., bending, and twisting, stacking 50 lb. bags up to 8 ft high, pushing and pulling 850-2000 lb. on wheels, and frequently perform collating motions.

Work Conditions:

- The workweek schedule is 12 hour shifts 4 days on and 4 days off.
- There is occasional overtime on holidays and during the workweek, when business conditions require production or preventive maintenance.
- The majority of work is performed in warehouse and finishing areas with occasional work in the bulk loading, rail shed and moving trailers to different locations and/or docks.

Essential Qualifications:

- High School Diploma or equivalent.
- Fork truck experience/knowledge is required to load trucks and move pallets.
- Ability to operate semi-tractor is desired.
- Good organization skills are required to store and inventory finished goods and packaging supplies.

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- Teamwork and communication skills needed to communicate effectively with Operators and Warehouse Coordinators.
- Basic computer skills.

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.