



GRAIN MILLERS, INC.

JOB DESCRIPTION

Title: **Warehouse Coordinator**

Report to: **Assistant Operations Manager**

Position Summary:

The Warehouse Coordinator is responsible for inspecting all van trailers, bulk trucks and box cars to ensure they are appropriate to transport food grade product. This position also is responsible for picking product from warehouse and loading product onto van trailers and boxcars. 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:

- Inspection of van trailers, bulk trucks and boxcars to ensure food quality condition.
- Complete documentation of all trailer inspections.
- Load product onto van trailers and box cars to minimize damage.
- Complete appropriate documentation and record keeping for shipping and warehouse.
- 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.
- Maintenance of an accurate stock inventory stock of finished goods, ingredients, and packaging materials stored in warehouses and trailers on site are expected.
- Proper inventory, handling, storage, and disposition of substandard hold product produced are required.
- Accounting for and maintenance of 30, 60, and 90 days old inventory exception report is required.
- Verifying bag counts and lot #'s with flakeline and flour/bran baggers.
- Keeping dock areas inside, outside and under dock levelers cleaned per sanitation schedule and documented.
- 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.

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:

Climbing (15 ft), kneeling (occasionally), lifting (2hrs/day - 100 lbs), bending (occasionally), and twisting (frequently), stacking (frequently 8 ft), pushing and pulling (1 hr/day - 750 lbs), sitting (4 hrs/day), walking (4 hrs/day), accumulating (continuous), shoveling (1hr/day - 20 lbs), sweeping (1hr/day), and stretching motion. Ability to work in a variety of changing climatic conditions.

Work Conditions:

The workweek is dependent upon the operations of the facility. There is both 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.

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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