

SIMPLE JOB DESCRIPTION TEMPLATE



JOB OVERVIEW

JOB TITLE	Dock & Inventory Control Manager
DEPARTMENT	Loading Dock
LOCATION	Priester's Pecans Inc Interstate Location
REPORTS TO	Tyler Ellis or Stinson Ellis

GENERAL JOB DESCRIPTION

Priester's Pecans, Inc. is seeking a hardworking, dependable dock manager. In this position, you will use a forklift or pallet jack to move items and make sure they are packed correctly before loading or unloading from delivery trucks. You must accurately log every shipment for inventory purposes. Although there are no educational requirements for this role, you must have basic math and reading skills. Warehouse and forklift experience is required.

DUTIES & RESPONSIBILITIES

Manage/Supervise 2-3 employees and their schedules; Organize and pull inventory used for packing and cooking products; Assist with loading and unloading trucks; Lift a maximum of 40 pounds; Move items using a forklift or pallet jack; Ensure items are packaged correctly; Log any shortages and damages; Maintain a clean and safe workplace; Work well with others and share space, tools, and materials with other employees.

EDUCATION & TRAINING

Warehouse, forklift, pallet jack, and manlift experience is required. Computer skills including but not limited to email, Excel, and Word are required.

KNOWLEDGE & EXPERIENCE

SKILLS & ABILITIES

Physical Stamina; Organizational skills; Experience with inventory control; Basic math skills; Flexibility with work hours and job tasks; Willingness to learn; Ability to multitask; Must be able to work in an environment that uses ingredients that contain: peanuts, milk, eggs, tree nuts, wheat and soybeans.

WORKING CONDITIONS

WORK ENVIRONMENT	Loading Dock; Cooler; Freezer
HOURS / SHIFTS	40-hour work week minimum
SALARY	\$9-\$15 per hour based on experience
BENEFITS	All regular employees are eligible to participate in our cafeteria-style benefit plan when they meet certain criteria. The cafeteria-style benefit plan includes the following programs in which an employee may or may not elect to participate: accident and health insurance, cancer insurance, disability insurance, and term life insurance.

OTHER

All full-time regular employees are eligible for one week of paid vacation after one year of service to the company. After three years of service to the company, as a full-time regular employee, you are eligible for five days of paid sick leave per year.