

POSITION DATA					
JOB TITLE:	Repack Forklift A Production	SUPERVISES:	N/A	LOCATION:	LOCATION: Brockport
DEPARTMENT:	Production	REPORTS TO:	Production Group Leader	FLSA STATUS:	Non-Exempt
JOB SUMMARY					
<p>Operates a facility Lift Truck to supply the necessary products for completing the daily production schedule. Interacts with the M-R Room Group Leader and Dock Checker to ensure that all product utilized is both correct and proper quantity. Handles and stages process materials in a safe and efficient manner.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Adheres and performs the duties of a Lift Truck operator in a manner consistent with all company/facility safety policies and procedures. ▪ Inspects and operates their assigned Lift Truck in a manner consistent with facility safety training and protocol. ▪ Delivers product from M-Room or R-Room locations as prescribed by the M-R Room Group Leader and/or Dock Checker. ▪ Crushes solid product in a manner that allows it to fall from the tote into the hopper with minimum forking by the Dumper Operator. ▪ Delivers empty tote/pallets to the poly dunnage stacking area(s). ▪ Delivers stacked dunnage/slip sheets to M-Room Dock. ▪ Returns partial bulk totes to the scale for re-weighing and ticketing by the Dock Checker. ▪ Immediately communicates any product or equipment concerns to the M-R Room Group Leader. ▪ Secures approval from the M-R Room Group Leader before leaving the work area at the conclusion of the shift. ▪ Help to produce the highest quality of finished product ▪ Adhere to all company Good Manufacturing Practices (GMP's) ▪ Demonstrate a personal commitment to safety ▪ Report any food safety, health & safety, quality concerns to your immediate supervisor, (MANDATORY) ▪ Assists with any additional M-Room duties as dictated by the M-R Room Group Leader. 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES		<ul style="list-style-type: none"> ▪ Ability to work independently with minimal supervision ▪ Ability to use an RF scanner ▪ Ability to communicate verbally and written in English 			

Repack Forklift A Production Position Description

<p>PHYSICAL DEMANDS</p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Occasional lifting/carrying up to 100lbs. (Joint Lift anything over 40 lbs.) ▪ Occasional pushing/pulling up to 100lbs. ▪ Frequent bending, twisting, climbing, reaching, dexterity, standing, walking, driving ▪ Occasional squatting, crawling, typing ▪ Constant sitting ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Medium</p>
<p>WORK ENVIRONMENT</p>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts
<p>EXPERIENCE</p>	<p>One (1) to Three (3) years experience as a licensed forklift operator</p>
<p>EDUCATION</p>	<p>High School Diploma or Equivalent</p>

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.