

Armour-Eckrich Meat Company

Job Description -- General Worker - Conyers

Duties and Responsibilities:

Include but are not limited to the following:

- Load and unload materials, parts, or products onto or from pallets, skids, conveyors or trucks
- Reads load sheets and shipping orders, to determine items to be moved, gathered and/or distributed
- Convey materials and items from receiving or production areas to storage or to other designated areas
- Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type or product code
- Sorts and stores perishable goods in refrigerated rooms
- Assembles sales orders from stock and places orders on pallets or shelves, or conveys orders to route salesperson or branch management
- Record amounts of materials or items received or distributed on load sheets
- Loads sales inventory on trucks in specified sequence for route sales personnel
- Drives vehicles as needed to local outside maintenance vendors for regular or emergency repairs
- Maintains daily vehicle observation records as required
- Checks and documents branch cooler and truck temperatures
- Performs truck sanitation
- Performs minor light bulb replacement and tire depth checks as required
- Cleans around work areas inside and outside both the garage and general office areas

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Required Skills

- Minimum of a High School Diploma or GED
- Good communications skills - must be able to read, write and comprehend simple instructions, short correspondence and memos.
- Mathematical abilities - must be able to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Must be able to use a pallet jack and forklift (powered industrial truck)
- A valid State Drivers License. IL, IN, LA, MI, MO and MS require the employee have a Chauffeurs License.
- Federal Regulations require the driver be at least 21 years of age.

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