

Shipping/Receiving Job Description

Summary

The Shipper/Receiver must maintain a smooth flow of materials into and out of the warehouse. To ensure received materials are stored in organized rows in designated outside yard areas.

Reports to: Plant Supervisor

Responsibilities

- Follow safety regulation, company policies, and guidelines
- To operate a forklift safety and to follow WCB regulations
- To complete daily checklist at the start of the shift
- To load and unload trucks or trailers. Verify that orders are correct.
- Keep the warehouse and yard clean and organized at all times. Boxes must not be stacked more than three high, bags not more than two high and fire exits must be kept clear. Nothing outside the brick walls at anytime.
- Loading bays should be cleaned when necessary
- Trailers must be swept after unloading materials
- Follow the plant safety rules.
- Assist to Quality Assurance to handling finishing products
- Prepare duties for Shipping/Receiving Assistant
- Dump garbage on daily basis to PPI bin.
- Take broken skids, cardboard, torn bags, and extra to proper area, check with PPI Foreman
- Keep receiving record and shipping out record. Give these to Quality Assurance and Plant Manager
- General housekeeping in Warehouse, Yard, and dock area.
- Maneuver and organize bags for Quality Assurance testing
- Report anything that is unsafe or hazardous to maintenance and Plant Manager immediately
- Maintain housekeeping in working area at all times
- Prepare shipping reports on shipped and received material

Safety Responsibilities

- To take reasonable care to protect the health and safety of themselves and their co-workers.
- To observe all WCB regulations or orders pertaining to their work.
- To follow safe work procedures.

- To use or wear personal protective equipment as required by the WCB regulations.
- To not engage in horseplay or similar conduct that may endanger themselves or their co-workers.
- To ensure their ability to work safely by not being impaired by alcohol, drugs, or other causes.
- To report to the employer or their supervisor any contravention of the WCB regulations they see.
- To report to the employer or their supervisor any hazards they are aware of.
- To co-operate with the joint health and safety committee.
- To co-operate with the WCB and their officers carrying out their duty.

Skills for a Quality Assurance Assistant Position

- Able to drive a Forklift
- Ability to learn new procedures
- Excellent verbal and written communication skills.
- Precise attention to detail

Minimum Qualifications

- Forklift Certificate
- High school graduate
- Read, write, and speak English

Please send your resume on raman@vanwasteco.com