

The Lebermuth Company

Job Description

Job Title: Shipper and/or Receiver

Department: Shipping/Receiving

Reports to: Plant Supervisor

FLSA Status: Non-exempt

Summary:

Responsible for supporting the distribution of finished product to customers by accurately receiving goods and supplies into inventory and shipping finished product in a timely manner.

Essential Duties & Responsibilities:

- Following successful completion of training, utilize equipment such as drum carts, pallet jacks and powered forklifts to receive and unload freight, and load and ship freight
- May receive, store and ship flammable, explosive or hazardous materials
- Count, weigh and/or measure items of incoming and outgoing shipments, and verify information against bills of lading, invoices, purchase orders or other relevant documents
- Operate a PC to access, enter or modify shipment-related information; additionally, work with bar code scanning tools
- Transport incoming goods and supplies to their proper inventory location within the warehouse
- Review shipping orders to determine quantity and type of transportation needed
- Ensure proper staging of outbound product (i.e. packaging, wrapping) and assist with loading/unloading trucks, as needed
- Accurately complete all required paperwork to ensure shipments meet customer specifications
- Locate product within the warehouse and complete pours to fulfill sales orders
- Fulfill shop orders for pre-packs for stock-on-hand
- Maintain an adequate inventory of shipping materials and supplies (i.e. cans, tape, boxes) at all times
- Escalate information of defective materials/product to a department supervisor
- Communicate with transportation carriers by phone, email and in-person to schedule shipments and resolve any shipment concerns
- Respond to inquiries from internal departments on the status of incoming or outgoing shipments
- Maintain a clean, orderly work area
- Perform all tasks in a safe manner, observing Good Manufacturing Practices (GMP) and Lebermuth quality standards
- Ensure workspace equipment and racking is in good working condition, and notify Management of any safety concerns

- Accurately complete all Lebermuth-required paperwork (i.e. equipment logs, regulatory documentation etc.)
- Assist with facilities maintenance, as needed (i.e. emptying trash, sweeping floors)
- Assist with periodic inventory counts
- Continually strive to promote a safe food culture, ensuring the production and shipment of safe quality food products
- Other duties, as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Qualifications:

Education and/or Experience: High school diploma or general education degree (GED). Two years related experience and/or training, or equivalent combination of education and experience.

Language Skills: Ability to communicate and receive information in both verbal and written formats. Ability to read and understand documents such as purchase orders, bills of lading, shop orders, pick tickets, safety rules, memos, Standard Operating Procedures (SOP's) and Safety Data Sheets (SDS).

Mathematical Skills: Ability to add, subtract, multiply and divide using whole numbers, fractions and decimals. Basic understanding of percentages. Ability to recognize and follow alpha and numeric sequences.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization is sometimes limited. Ability to interpret instructions furnished in written or oral form.

Computer Skills: Basic knowledge of computer and keyboard functions. Working knowledge of manufacturing, inventory control and order processing software.

Certificates/Licenses/Registrations: Ability to become forklift certified, certified for use/wear of specific personal protective equipment, and HazMat shipment certified. Valid driver's license, and chauffeurs license in some instances, required for individuals operating a vehicle on Company business.

Physical and Sensory Demands:

- Standing and walking throughout each shift
- Minimal periods of sitting
- Lifting/Moving up to 75 pounds frequently during each shift

- Frequent moving of 400+ pound barrels and totes with assistance (i.e. drum carts, forklifts) during each shift
- Frequent use of hands and fingers to handle, reach, grip, grasp and twist
- Frequent need to kneel, stoop, bend and crouch
- Frequent/Daily use of vision abilities for close, distant, peripheral, depth and color recognition, with the ability to adjust focus
- Daily handling of raw materials, including essential oils, flavor components and chemicals
- Ability to wear a respirator, when needed
- Occasional to regular need to climb stairs

Competencies:

- Regularly work in a fast-paced, ever-changing environment
- Ability to understand the importance of safety regulations and proper chemical handling; willingness to follow established guidelines and procedures
- Interested in precision work; exhibits attention to detail
- Organized in performing work
- Effective listening and problem solving skills
- Ability to multi-task, and work effectively within a team and independently
- Open to others' points of view; able to give and receive feedback in a professional manner
- Ability to read and understand verbal and written instruction on an on-going basis
- Interest and willingness to assist Company Management in moving the business forward
- Ability to exercise sound and accurate judgment
- Ability to prioritize and plan work activities without explicit direction on each task
- Consistently at work and on time

Work Environment:

- While performing the duties of this job, the employee is regularly exposed to chemicals and airborne particles
- Temperature of the work environment fluctuates with changes in the seasons
- The noise level is usually moderate
- Employees may work a 1st, 2nd or 3rd shift, generally Monday through Friday, but weekly hours and number of days per week may vary
- Overtime is sometimes necessary to ensure business and customer needs are met