

## **POSITION DESCRIPTION**

**POSITION TITLE:** Receiver

**DEPARTMENT:** Operations

**REPORTS TO:** Production Supervisor

### **POSITION SCOPE:**

Responsible for safely receiving materials and appropriately staging them within the facility.

### **DUTIES AND RESPONSIBILITIES:**

1. Receives goods and verifies the quality and count of all items unloaded from the trucks and trailers; checks against suppliers count and immediately reports discrepancies to carriers, supervisor, and purchasing department.
2. Organize materials, remove refuse, and arrange working areas to ensure it is always neat and clean as well as safe.
3. Stage all required materials for manufacturing operations and to ensure no delays in scheduled production.
4. Conduct inventory audits.
5. Additional job duties and responsibilities as dictated by business needs.

### **Physical Demands**

1. Lift up to 50 lbs. at waist level and up to 30 lbs. at shoulder level up to an occasional basis when moving products; lift to 75 lbs. at waist level on a rare basis.
2. Push or pull with up to 75 lbs. of force up to an occasional basis when moving products.
3. Generate up to 75 lbs. of grip strength on an occasional basis with each hand while handling products.
4. Generate up to 15 lbs. of pinch strength up to an occasional basis with each hand while handling products.
5. Display average coordination with both hands up to a continuous basis while performing job tasks.
6. Perform elevated work up to an occasional basis when handling products.
7. Stoop, kneel or squat up to an occasional basis when handling products.
8. Reach forward and to the side up to a frequent basis when handling products.
9. Stand up on a continuous basis and walk up to a frequent basis during the course of each shift.
10. Able to perform repetitive tasks up to 12 hours per day.

**PREFERRED QUALIFICATIONS AND EDUCATION:**

1. High School diploma, or equivalent preferred
2. At least one year experience in a manufacturing and/or similar work environment
3. Previous crane/forklift experience and/or the ability to become a certified crane/forklift operator.
4. Ability to work with different computer programs as needed to complete work-related tasks.
5. Self-motivated to work on an individual basis as well as with a team.
6. Ability to follow instructions.
7. Strong communication skills with various internal and external customers
8. Support and promote safety and good housekeeping in all areas.