

JOB DESCRIPTION

PALLET BUILDER

HOURS: 6:00pm-2:00am

DAYS: Sun ~ Thu

DUTIES:

1. Arrive at or before your scheduled start time in a clean uniform and ready to work. (If you are unable to report at your designated start time you must contact your supervisor two hours before the start of your shift)
2. Build orders by account
3. Check all orders for errors
4. Wrap orders prior to loading
5. Clean up work area
 - Clean up includes:
 - Pick up empty pallets
 - Pick up slip boards
 - Pick up and remove plastic wrap
 - Back to stock any returned product
 - Sweep entire area
 - Refill pick area
 - Sort and stack pallets
 - Charge Forklifts
 - Empty garbage cans
6. Each crew is responsible for the break room; the room is to be clean at the end of each shift