

	<b>KLEINPETER FARMS DAIRY, L.L.C.</b> 14444 AIRLINE HIGHWAY, BATON ROUGE, LA 70817 (225) 753-2121	Job Description
<b>Dock Hand/Cooler Attendant</b>		

**FLSA Status: Nonexempt**

**Reports to: Dock Manager**

**Position Summary:**

Properly and safely move product within the cooler and on and off of delivery trucks in accordance with company, state and federal, and customer standards and expectations

**Job Duties & Responsibilities:**

- Responsible for pulling products for customer orders in a timely manner
- Cooler Attendants are responsible for working in an environment where temperature is maintained at 35-40 degrees Fahrenheit
- Cooler attendants must work in a wet environment with some exposure to cleaning chemicals
- Perform duties such as manual lifting, assembly, taping, labeling operations, and sorting
- Perform freight handling using appropriate motorized and manual equipment (when certified)
- May use hand-held tracking device
- Ensure proper code date rotation
- Report any mechanical problems such as bad wear strips, plugged or missing lube nozzles, spacer stop malfunctions, or conveyor breakdowns
- Perform basic visual quality inspections on products
- Report any product/packaging issues
- Monitor cases being removed from trucks and trailers, and promptly remove any damaged cases, cases soiled beyond cleaning, and cases which may bring contaminants into the production facility after going through the case washer
- Maintain communication with other departments, management, and employees, and notify them of any problems and/or concerns that may restrict the efficiency of production
- Mark the paperwork properly when making adjustments for product shortages
- Keep accurate records on load sheets, inventory sheets, scrap sheets, and computerized equipment
- Ensure all paperwork is filled out in a clear, legible, and accurate format, completed with required information, and is documented in accordance with SOP's
- Utilize continuous improvement mindset and assist in identifying opportunities to improve processes
- Maintain a clean, sanitary, and safe work area
- Follow all required work safe practices
- Shall be responsible for reporting and taking any necessary action to prevent food safety and quality problems and safety incidents and accidents from occurring
- Relieve other coworkers (in the dept) if absent from work
- Follow all policies and procedures including GMPs, SOPs, and SSOPs at all times
- Must wear appropriate PPE at all times

- Performs other related duties as assigned by Manager/Supervisor
- All employees are responsible for food safety and quality
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**Job Requirements:**

- High School Diploma or equivalent desired
- Experience in food manufacturing or preparation desired
- Ability to accurately record data
- Able to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals
- Must be able to lift and/or move up to 50 lbs, frequently lifting and/or moving product above shoulder height and manually stacking and moving cases up to 7 high
- Must be able to work in an environment where temperature is maintained at 35-40 degrees Fahrenheit
- Must be able to work in a wet environment with some exposure to cleaning chemicals
- Standing, walking, kneeling, and bending required for virtually the entire shift
- Must be able to work weekends and varying shifts (days, evenings, nights)
- Must be able to work flexible hours including overtime, weekends, and holidays
- Days off may be split
- Be able to effectively work in a team environment
- Effective verbal and written communication skills
- Ability to work in a fast-paced environment
- Maintain constant mental focus and constantly be aware of surroundings
- Must be able to pass all medical exams and drug and background checks (including criminal)

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Employee Signature

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Date

