

Norpac Fisheries Export

Job Title: Driver/Dock Worker

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Transportation

Reports To: Dock Supervisor

Job Summary

Drive truck or other vehicle over established routes to pick up or deliver fresh or frozen seafood items. Load and off-load deliveries to/from trucks, manually lifting products or using forklift.

Organizes products on the dock, in the chill or freezer for storage and/or delivery.

Essential Duties

- Deliver products to customers in a timely manner, following safe driving requirements and ensuring product safety and quality are not compromised.
- Verify loads, making sure the right products and quantities are correct.
- Verify pick-up and deliveries are in accordance with the schedule as required.
- Carefully load and off-load deliveries to/from trucks, manually lifting products or using forklift. Organizes products on the dock for storage and/or delivery.
- Inspect and maintain records of all incoming supplies, ingredients, raw materials and products to ensure all product safety and quality requirements are being met

Secondary Duties

- Keep dock area clear, clean and sanitary.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

This position requires a high school diploma (or GED or high school equivalence certificate) and 1 year to 2 years of previous experience.

Behavioral Characteristics

- Must be able to follow all procedures and protocols (SOPs) related to essential duties including the safe and sanitary handling of food and food-related supplies.
- Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.

- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Integrity -- Job requires being honest and ethical.

Language Skills

- Must be able to communicate effectively with supervisor, other workers, managers, and customers and complete prescribed training programs.
- Knowledge of local streets and area.

Reasoning Ability

- Must follow instructions, demonstrate good common sense and sound judgment.

Certification and Licensing

- Forklift certification
Driver's license with clean abstract

Tools & Technology

- Delivery trucks, forklifts, pallet jacks, computers, scanners, thermometers, outer wear (hair nets, face masks, aprons, smocks, gloves, rubber boots, heavy jackets, etc.).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, crouch, or crawl; talk or hear; taste or smell.

The employee must:

- regularly lift and/or move up to 70 pounds.

Specific vision abilities required by this job include:

- close vision; distance vision; color vision; peripheral vision; depth perception; ability to adjust

focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally exposed to work near moving mechanical parts; extreme cold.
- frequently exposed to wet or humid conditions; climb or balance; outdoor weather conditions.

The noise level in the work environment is moderate noise.