

Off-Loading/Supply Specialist

Reports to: Off-Loading/Supply Crew Leader

Supervises: N/A

Job Summary: Off-Loading/Supply Specialists are responsible for the safe unloading and positioning of commodities at the temporary storage area and movement to the distribution area. These Specialists must be certified to operate the appropriate equipment.

START OF SHIFT

- Sign in on *Form A-1: Check-in/Check-out Log* and put on your PPE and ID.

- Attend shift briefings and receive your assignment.

- Review *Guideline B-17: Staff Safety* (page 118).

DURING THE SHIFT

- Look at site layout and identify the following:
 - Location of arriving trucks.
 - Location of the off-loading/supply areas.
 - Location of the distribution area.

- Work with the Off-Loading/Supply Crew Leader to decide how to position commodities as they are unloaded from the truck.

END OF SHIFT

- Report any updates on off-loading or supply operations to the Off-Loading/Supply Crew Leader.

- Debrief and return any equipment and supplies.

- Verify the start time of your next assigned shift.

- Sign out.

Qualifications

- Training/experience operating a forklift or pallet jack preferred.
 - Able to lift items that weight at least 30 pounds
 - Able to stand for long periods of time.
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