



Truck Loading Operator

PURPOSE OF POSITION:

The primary function of this role is to support the delivery of the production schedule as measured by the Plant Manager.

RESPONSIBILITIES:

Plant Operations:

- Scale trucks and railcars in an out in a timely manner with accuracy and full attention to quality of work and safety.
- Assist truckers and load from working outside bins.
- Assist in daily scheduled production in all areas ensuring the processing work is performed in an efficient and productive manner:
 - Perform daily production runs for each product variety being received / cleaned
 - Monitor equipment and vehicles. Report any problems to supervisor
 - Consistently and accurately maintaining weights or product being loaded, transferred and inbound
 - Label products according to standards (Product Number, Product Name, Lot, Date, and other requirements)
 - Protect product after bagging (proper stacking, shrink wrap, covers, warehouse label)
 - Sample retention and documentation
- Complete daily inventory reporting on totes and bins.
- Perform daily housekeeping duties.

Warehousing

- Receive and unload incoming inventory from loading dock.
- Store received goods in the appropriate locations within the warehouse.
- Rotate product according to production dates to minimize aged and spoiled inventory.
- Pick inventory for shipment to customers or transfer to another company location and load trucks/ rail cars following instruction for location and weight displacements.
- Check loads for damaged or missing items.
- Label all product and store safely.
- Move or rearrange stock, either by hand or with heavy lifting equipment.
- Keep careful records of everything that comes in and goes out of the warehouse.
- All movement of product in / out of the warehouse or transferred within the warehouse are tracked with the product number and lot number level of detail to ensure system inventory reports are accurate for production planning, sales, and accounting.
- Clean and ensure that goods don't get damaged.
- Perform periodic physical inventory counts.
- Assist researching variances between physical and system inventory counts and help to identify root cause of variances to implement process improvements.
- Operate forklift equipment.
- Operate telehandler.



- Operate a yard semi- hooking and dropping trailers, back into loading dock, knowledge of hopper bottoms, vans and pneumatics trailers

Safety

- Support and adhere to the Company's Safety Program.
- Where trained, proactively identify and report to supervisor possible safety hazards.
- Timely, report accidents or near miss incidents as required by the Safety Program.

Quality

- Adhere to all Quality Assurance standards.
- Ensure all products are stored in the conditions necessary to maintain quality.
- Ensure that products being produced meet all agreed quality standards and quickly recognize and report to supervisor any deviations from these standards minimizing rejects.

Plant and Equipment Maintenance

- Complete daily / weekly routine maintenance requirements and update the maintenance log.
- Quickly report more complex maintenance issues to the supervisor to rectify.

General Responsibilities:

- Project work or items outside of this Job Description, as specified from time to time by the Responsible Manager.
- In common with all other personnel within Anchor Ingredients, the Job Holder is required to adhere to the Company's policies on Safety, Hygiene and good housekeeping. Specifically:
 - To take reasonable care for the health and safety of himself/herself and that of other persons who may be affected by his/her acts or omissions;
 - To co-operate regarding any duty or requirement;
 - To report to his/her immediate manager any hazard which may be discovered on at the place of work.
 - Demonstrate teamwork.

QUALIFICATIONS:

- High School diploma or equivalent
- Hold a valid driver's license
- Demonstrated ability to follow oral and written instructions
- Ability to establish and maintain effective and cooperative working relationships
- Ability to:
 - Lift a minimum of 50 lbs.
 - Stand for extended periods of time
 - Work in dust
 - Open traps on trucks and trailers
 - Work in confined spaces
 - Work at significant heights
 - Work in extreme temperatures



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WORK ENVIRONMENT & PHYSICAL DEMANDS

The work environment characteristics and physical demands 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 will be exposed to machinery and moving parts, airborne particles including grain dust and hazardous materials or fumes, which may require the use of PPE. The employee may be exposed to adverse weather conditions, extended seasonal hours, high precarious places and confined spaces. The noise level in some of the work environments may require the use of hearing protection. While performing the duties of this job inside the office, the employee is frequently exposed to normal working conditions for an office environment with a noise level that is usually quiet to moderate.

While performing the duties of this job, the employee is regularly required to stand for long periods of time as well as use hands or fingers to reach or handle, and to talk or hear. The employee is regularly required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or move up to 75 pounds. All vision abilities are required to encompass close-up work. On occasion, employee must be able to tolerate and endure extended seasonal hours and maintain alertness to meet deadlines.

ABOUT THE COMPANY:

Anchor Ingredients, LLC headquartered in Fargo, ND, sources and supplies a wide range of specialty ingredients catered specifically to the human and pet food markets. With the ability to source ingredients worldwide, AIC is uniquely positioned to meet all of the ingredient needs of their customers. At Anchor Ingredients, we have assembled a world-class team of professionals with years of industry experience and a commitment to our core foundation of honesty, integrity and reliability.

DISCLAIMER:

The tasks detailed within this Job Description are not intended to represent an exhaustive list of duties that the job holder may be required to undertake. Anchor Ingredients reserves the right to require the job holder to perform any other task which the Responsible Manager may reasonably deem necessary. Anchor Ingredients reserves the right to revise the job description as circumstances warrant. Anchor Ingredients is an at-will employer, which means that either the employee or the company may terminate the relationship at any time, with or without notice, and with or without cause. We are an equal opportunity employer.