



**KAGOME FOODS INC.
JOB DESCRIPTION**

JOB TITLE: INVENTORY CONTROL FORKLIFT OPERATOR:

JOB IDENTIFICATION:

DEPARTMENT:	Inventory & Warehouse Operations	DIVISION:	KFI
LOCATION:	OSCEOLA, AR	FLSA STAT:	NON-EXEMPT
REPORTS TO:	Cost Accountant Supervisor		

JOB PURPOSE AND SUMMARY

This job requires the Inventory Control Forklift Operator to perform the following tasks:

- Check/verify all product labels, names, and quantities being staged for production
- Pre stage materials in FIFO order and keep track of lot numbers for all items
- Document all supplies taken to the production area, making sure we stay in FIFO order, and supply only what is needed.
- Move product from the trucks & or rails to the appropriate warehouse/locations noting proper storage/temperature conditions as well as Allergen/Organic foods control.
- Work well with team members to accurately place items in designated storage area in the production area as needed.
- Return all Staged Ingredients and packaging back to Warehouse location once the production team has completed the job.
- Cycle count ingredients as need to insure we have correct quantity issued and correct lot number to each job.
- Use handheld scanner to complete inventory moves.
- Keep yard in Audit ready standards by sorting and organizing damaged pallets for pick up. Sorting of used plastic and metal drums. Overall area is neat and clean.
- Verify inventory computations by comparing them to physical counts of ingredients and **investigate discrepancies**; using these counts to adjust inventory after approval of the cycle count for individual items.
- Properly report and handle damaged product by completing IAR's & ICD process
- Fill in as back up for other positions within the Inventory Control Group as needed.
- Initiate and assist in developing corrective actions for inventory discrepancies and missing inventory.
- Participate in semiannual physical inventory as requested.
- Support the review, understanding and compliance of all programs, policies and procedures contained in the Food Safety and Quality Management System
- Perform other duties as needed as assigned by supervision.

DUTIES AND RESPONSIBILITIES

<u>ITEM</u>	<u>% OF TIME</u>	<u>JOB FUNCTIONS</u>
1.	40%	unloading and loading of rail cars using the FIFO system. Perform trailer and rail inspections and securing trucks prior to loading.

2.	30%	Staging and organizing of hot rooms for bulk items in timely manner. Staging of bulk tomatoes for Production. Maintaining First In/First Out during staging process.
3.	10%	safely and efficiently operate forklift without damage to product, persons, or facilities. Maintain daily check list on forklift.
4.	15%	Cleaning and organizing the yard.
5.	5 %	Support and fill in for Receiving and Line Supply Team.
TOTAL	100%	

POSITION DIMENSIONS AND QUALIFICATIONS

Education Level and Focus:

Proof of high school diploma or equivalent; Willingness to continue education through approved courses or classes that will enhance personal and professional growth

Years and Type of Related Experience Required:

Some previous work-related skill, knowledge, or experience may be helpful in this occupation. Exposure to manufacturing environment. Forklift experience.

SKILLS AND ABILITIES

Uphold Kagome's Values:

Employee works well with others as a team and treats others with respect. Conducts self in a professional manner and exhibits the highest level of integrity. Maintains a positive attitude through good working relationships with our customers, visitors, and co-workers that emphasizes our commitment to good customer service.

Employee Retention:

Build a culture employee's and/or co-workers want to be a part of. Be helpful to others and work as a team toward company goals. Participate in an exceptional onboarding experience for new hires and ensure they have the necessary tools to succeed in their roles by welcoming and assisting them

Interpersonal and Communication:

Requires Forklift Training/Certification. Requires strong oral and communication skills; requires calculator knowledge to perform duties as assigned. Developing constructive and cooperative working relationships with others and maintaining them over time. Communicating with others in a professional manner.

Technical and Analytical:

Requires good organizational skills and the ability to perform assigned tasks; requires the ability to accurately use scales and formula information.

Administrative and Operations:

Must adhere to departmental procedures; must also follow all safety guidelines established by the company. Requires good organizational skills and the ability to perform assigned tasks. Requires knowledge of Computers, Spreadsheets, Formulas, and MACOLA.

Physical Demands:

Requires walking, standing, and bending; including lifting, not to exceed fifty pounds without a partner

Work Environment:

Factory environment and outside. Cold & wet, icy floors, forklift and pedestrian traffic. This is a Safety Sensitive Position.

Attendance:

Ability to be punctual and have regular attendance. Ability to work overtime. Must be present during first 7 working days following end of month to assist in financial statement preparation for prior month. All appointments, vacation and other time off will not be approved during this time.