



Triangle Distributing Co. Inc. Policies and Procedures Manual
Policy # - VIII, A, 7 – “Night Loading Department” Job Descriptions and Compensation Schedule”
Authored – May 22, 2001
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“Night Loading Department” Job Descriptions and Compensation Schedule

Title: Night Loader

Company: *Triangle Distributing Company*

Location: Green Bay

Status: Part-time Non-exempt

Triangle Distributing Company is currently looking for part-time 2nd shift Warehouse Night Loaders to join our team. This position is an excellent position for anyone that is currently going to school or looking to pick up a second job.

The Job Primary tasks include:

- Ensure products are correctly stacked on the pallets and placed in the truck bay in accordance with loading protocols established for each size vehicle and directed by the Delivery Manager.
- Remove products with the earliest code dates from the warehouse first.
- Always operate equipment in a safe manner to prevent injury or damage to equipment

Essential Job Functions:

- Know, understand and adhere to all company policies and procedures.
- Maintain a positive attitude at all times.
- Maintain a clean work environment.
- Store equipment in its proper place when not in use.
- Report a personal injury, property damage or accident to immediate supervisor on the same shift as the injury, damage or accident occurs.

Qualifications:

Experience

- Warehouse and forklift experience is a plus but not required. Will be forklift certified

Education

- High school diploma or Equivalent

Skills

- Must be able to multi task and maneuver safely in a fast pace environment while maintaining job accuracy.
- Must be self-motivated and be able to work independently.

Physical Requirements:

- Hiring will be based on successfully having passed a physical strength test and completing a pre-employment drug screen.
- Must be able to correctly lift up to a 165 pound barrel.

Work Hours

- 2nd shift
- 7:30 am-12:00 pm
- Monday - Thursday , Fridays and Sundays are voluntary

Salary: Starting wage is \$10.00/hour, once you are through your training period you would move to piece rate and have the potential to earn between \$10.00 -\$20.00 an hour.

If you are interested in this opportunity, please fill out an application to send it to Amy Beaumia at abeaumia@triangledist.com or mail to 1201 Ashwaubenon St Green Bay WI 54304.

Triangle Distributing Company is an equal opportunity employer.