



THOMPSON IG POSITION DESCRIPTION

DEPARTMENT:

Shipping

POSITION:

Truck Loader/Fork Truck

REPORTS TO:

Driver

Department Supervisor

BASIC FUNCTION

Thompson IG truck loaders are responsible for loading customer orders that are due to be delivered the following business day, to either a place of business or to a job site. The primary focus is to properly load and secure crates and racks in order by delivery schedule.

Truck loaders must follow both work and delivery schedules to load semi and stake trucks in order of delivery and to be sure the glass is secure. Semi-trucks are loaded with a forklift and stake trucks are hand loaded. Trucks are to be loaded in order of when the drivers need to leave in the morning.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- This job requires lifting, bending and twisting to perform.
- This job requires steel toed shoes.
- PPE, Personal Protective Equipment must be worn at all times. (Safety Glasses, Wrist Guards, Glass Sleeves, Gloves, reflective vest, steel toe boots or shoes).
- Employees must be able to lift up to 75 pounds.
- Forklift Operators are to be certified.
- Utilize safe operator practices at all times.

KNOWLEDGE FOR THE JOB

- Able to read a measuring tape and use a caliper.
- Know how to properly handle glass and load on and off the trucks, crates and racks.
- Good organizational and communication skills and must be able to multi-task.
- Must have knowledge of all glass types.
- Basic computer skills - Must be able to read and follow schedules via computer interface.
- Any maintenance on all equipment throughout the plant is to be performed by the Maintenance Dept.

Work Schedule

- Sunday-Thursday 5PM until trucks are loaded.

Pay Scale

- Starting at \$14.75/hour with a \$.50/hour jump after 90 days.
- Shift Premium bonus.
- Perfect attendance bonus up to \$.9375/hour.
- Immediate eligibility for company profit sharing plan.

Benefits

- Medical, Dental, Vision & Life Insurance
- 401k

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees being assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required.