

## Platform Associate (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Shifts)

Report To: Platform Supervisor  
Classification: Hourly

Department: Operations - Day or Night

*\*NOTE: This document describes the position currently available. It is not an employment contract. Our company reserves the right to modify job duties or job descriptions at any time.*

### JOB SUMMARY

Load and unload trailers, perform various handling duties

**ESSENTIAL FUNCTIONS** include but are not limited to:

- **OSHA – Platform Equipment**
- **Attendance**
- **Platform Capacity**
- **Platform Accuracy**
- **Platform Claims**

\* *Essential function details in task list*

**CORE VALUES** include but are not limited to:

- **FUN**
  - Create an atmosphere where employees enjoy working together, through displays of positive energy, great humor, and professional etiquette between co-workers and customers.
- **INTEGRITY**
  - Staying true to your word and being real in every situation.
- **SERVES**
  - Willingness to help others without reservation and treating others the way you want to be treated.
- **HONESTY**
  - Doing the right thing by being upfront and truthful at all times.
- **PASSIONATE**
  - Motivated and driven to be successful by doing what you love to do.
- **INNOVATIVE**
  - Willingness to accept and implement change for the better of our company and customers.
- **EXCELLANCE**
  - Going above and beyond every day to be the best in our business and as individuals.

### EDUCATION and/or EXPERIENCE

- High school diploma or equivalent
- Preferred background in warehouse work

### KNOWLEDGE AND SKILLS

- The English language including the meaning and spelling of words and proper grammar
- Proper handling of hazardous materials as it pertains to bills of lading, freight bills, placarding, employee training, and accidents

**ABILITY TO**

- Pass a pre employment drug and physical test
- Possess good housekeeping skills
- Use a broom to sweep out trailers
- Speak clearly and communicate with others and convey information effectively
- Interpret a variety of instructions; written, oral, diagram, or schedule form
- Operate a non-motorized pallet jack and must be forklift certified per OSHA regulations
- Perform operation and safety check including, battery, brakes, lift controls, fluids, and fire extinguisher prior to using equipment
- Sign off on daily equipment check list certifying everything is in good operating condition

**WORK VALUES**

- Schedules may be on a day, evening, or night shift and may work 10 hours a day
- Dependability, reliability, and maturity enough to handle equipment safe and sensible manner
- Support mission and core values of the company

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to talk or hear. The employee frequently is required to walk; sit; and use hands to finger, handle or feel. The employee is frequently required to stand; reach with hands and arms below and above shoulder; climb or balance; and stoop, kneel crouch, twist or crawl. The employee is frequently required to carry freight weighing up to 100 pounds for a distance to but not limited to 50 yards.

The employee must frequently pull on a pallet jack with materials on it weighing up to 3,000 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly required to work in extremely cold and/or hot conditions. The employee is subject to loud noises, vibrations, hard working surfaces, lubricants and chemicals, fumes, dirt and inherent hazards of a forklift operator's work.