



POSITION DESCRIPTION

Position Title: Shipping and Receiving Operator
Location: Watertown, CT
Reports To: Plant Manager
FLSA: Non-Exempt Exempt
Date: 2025

I. POSITION SUMMARY

This position will ensure all aspects of shipping and receiving are met. Prepares goods for shipment and checking in deliveries. Stock shelves, rotate inventory and participate in physical inventories. This position supports and is accountable for the Quality and Food Safety policies in place by the company.

ESSENTIAL POSITION RESULTS

- Ensures successful receipt of freight and goods by manually unloading or using forklift and other types of equipment
- Guarantees accurate delivery of orders by ensuring quality and count are correct and match purchase orders
- Confirms delivery of samples and finished goods by preparing product wrapping
- Maintains warehouse goods by stocking shelves and rotating goods
- Maintains inventory records by adding and deleting supplies as they are shipped and received and participates in physical inventories
- Records delivery and receipt of goods by operating handheld devices such as scanners and entering data in computer programs
- Confirms successful execution of goods received and delivered by communicating with management team regularly regarding issues and concerns
- Maintains a safe and clean working environment by complying with safety procedures, rules, regulations and keeping warehouse racking and yard clean and free of obstruction
- Contributes to team effort by accomplishing related results as needed
- Maintains customer confidence and protects operations by keeping information confidential
- Checks for damaged goods, quantity and quality of the incoming material or shipment and verifies items against a purchase order
- Stocks shelves and rotates inventory; may receive, store, and ship flammable, explosive, or combustible materials
- Participates in physical inventories of warehouse and/or supply yard; maintains inventory records by adding or deleting supplies as they are shipped or received



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- May prepare damage claims for QA's review and signature; may coordinate disposal of surplus property and manage records
- Maintains a safe and clean working environment by complying with safety procedures, rules and regulations. Keep warehouse racking and yard clean and free of obstruction
- Contributes to team effort by accomplishing related results as needed

III. SUPERVISORY RESPONSIBILITIES

None

IV. MINIMUM QUALIFICATIONS

Education, Certifications and /or licenses:

- High School Diploma, GED or equivalent

Experience:

- A minimum of 2 years of related experience or combination of training and experience
- Experience operating a forklift; including stand-up/narrow-isle and other warehouse equipment
- Forklift certification required

Knowledge/Skills/Abilities:

- Strong knowledge of machines in a manufacturing setting
- Ability to multi-task, work independently and/or within a team, pays attention to detail and meet deadlines
- Must be able to work in a fast-paced environment to meet production schedules
- Committed to quality, safety and communication
- Team-oriented and self-directed
- Able to drive sit-down forklifts, stand-up forklifts and narrow-isle forklift

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand, walk, sit, and climb stairs or balance, stand on platforms during the shift and must regularly lift and/or move 50-80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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VI. WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described here are representative of those encounters while performing the essential functions of this job.

While performing the duties of this job the employee is regularly exposed to a manufacturing environment. The ability to share workspace and dress in proper attire such as required PPE gear (glasses, gloves, hair/beard nets and uniforms). The employee may be required to stand on platforms and climb stairs regularly. Employee may be exposed to inclement weather. Must be available to work flexible shifts including weekends.

Company Purpose (Why We Exist):

To create a more sustainable world where we offer value for all stakeholders and contribute to a more equitable society.

Company Values (How We Work Together Every Day):

SAFETY – We are all responsible to keep each other safe and improve standards through ongoing training and learning.

QUALITY – We are dedicated to high-quality, reliable solutions that meet customer needs and exceed expectations.

RESPECT – We consistently work together with mutual care, open communication and honesty.

SERVICE – We are committed to integrity, excellence, and urgency in serving our customers and the communities where we operate.

INNOVATION – We aim to shape the future through ethical sourcing, and continuous improvements in research and manufacturing.

TEAMWORK – We empower team accountability by prioritizing the achievement of shared goals to drive strategic success.

SUCCESS – We acknowledge that success starts with each of us, enabling continued progress towards our shared purpose.

Employee/Applicant

Supervisor / Manager

Date