

# **BULLARD & SON INC.**

## **JOB DESCRIPTION**

**JOB TITLE:** PACK OUT ATTENDANT

**REPORTS TO:** PRODUCTION MANAGER

**DEPARTMENT:** PACK OUT

**SUPERVISES:** NONE

**EDUCATION:** HIGH SCHOOL DIPLOMA OR EQUIVALENT EXPERIENCE

**EXPERIENCE:** NONE

**PHYSICAL QUALS:** FULL BODY MOBILITY-NO LIFTING RESTRICTIONS-  
ABLE TO STAND FOR EXTENDED PERIODS OF TIME.  
ABLE TO WORK IN A WARM ENVIROMENT.

**MENTAL QUALS:** GOOD CONCENTRATION ABILITY.  
ATTENTION TO DETAILS.

### **JOB SUMMARY:**

- **ESSENTIAL DUTIES OF THE POSITION:**
  1. **KNOWLEDGE OF ITEMS COMPANIES AND NOG.**
  2. **FOLLOW LOAD REPORTS TO FILL ORDERS FOR CUSTOMERS.**
  3. **FOLLOW ORDER OF ACCOUNTS TO BE LOADED INTO CARTS.**
  4. **KEEP COMPLETED CARTS IN ORDER WITH THEIR ROUTE.**
  5. **RECORD ANY CHANGES ON LOAD REPORTS FOR OFFICE TO MAKE CORRECTIONS.**