

## AMYCEL ♦ MONTEREY MUSHROOMS ♦ SPAWN MATE

### NOTICE OF SALARIED POSITION

August 10, 2011

TITLE: Warehouse Worker-Driver  
FLSA: Non-exempt  
LOCATION: Amycel – Pennsylvania  
SUPERVISOR: Louise Gambill, Warehouse Supervisor  
DATE OF OPENING: Immediate

#### SUMMARY

This is a full time non-exempt position with benefits. Receives, stores, and distributes spawn, supplement other items Amycel / Spawn Mate sells by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Reads delivery schedule, customer order, shipping order, or requisition to determine items to be moved, gathered, or distributed
- Conveys materials and items from receiving areas to storage or to other designated areas
- Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, age, or product code
- Sorts and stores perishable goods in refrigerated rooms
- Assembles customer orders from stock and places orders on pallets or shelves, or conveys orders to staging area
- Deliver staged orders to customers
- Marks materials with identifying information
- Opens boxes, crates, and other containers
- Records amounts of materials or items received or distributed
- Weighs or counts items for distribution within plant to ensure conformance to company standards
- Compiles worksheets or tickets from customer specifications
- Drives vehicle to transport stored items from warehouse to customer location or alternate location for customer shipment
- Maintains inventory records
- Necessary product preparation for delivery to customer casing operation
- Maintain vehicle and driving logs

#### MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### CERTIFICATES, LICENSES, REGISTRATIONS

- Current driver's license with a driving record approved by the company's insurer
- Must be able to work early morning hours and weekends
- Must be available by phone 24-7 unless other arrangements are made

Amycel, Inc. is an equal opportunity employer and is committed to an active Affirmative Action Plan.

*EEO/MF*

## **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 stand, walk, and reach with hands and arms. The employee is occasionally required to sit; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, risk of electrical shock, and vibration.

For additional information or to apply for this position, contact:

Amycel, Inc.

Louise Gambill

(610) 869-4041

(610) 869-8456 Fax

[lgambill@montmush.com](mailto:lgambill@montmush.com)

***All Salaried positions must be posted on the company bulletin board for a minimum of 7 days prior to external recruitments. External candidates must complete an employment application for consideration of the open position.***

Amycel, Inc. is an equal opportunity employer and is committed to an active Affirmative Action Plan.

***EEO/MF***