

# JOB DESCRIPTION

## GENERAL WAREHOUSE POSITIONS

### Introduction

L&R Pallet Service, Inc. was established in 1974 and has become the largest Colorado based pallet recycler and manufacturer in the Rocky Mountains. James Ruder, a second-generation owner believes that L&R is a place for more than pallets. L&R Pallet is a place of refuge for those needing more than just a job. L&R Pallet has become a flagship in Colorado's refugee community and is passionate about integrating people from all types of challenging backgrounds into the workforce. We believe in using our resources to impact others in a positive way. At L&R we are building every day. Whether it is building the pallets we sell, the culture in which we operate, or the vast relationships we enjoy along the way, we commit to striving for excellence in all we do.

**Purpose:** To collectively use our God given talents, to positively impact those within our circle of influence, by serving others with excellence through our daily work.

**Mission:** Build. Serve. Impact.

### Core Values:

**Love** – We look not only to our own interests, but also to the interests of others.

**Honesty** – We will be truthful in what we say and do and take responsibility for our actions.

**Excellence** – We are committed to doing the best we can with our gifts and abilities.

**Courage** – We will look for opportunities to grow and be bold in our efforts.

### Essential Duties and Responsibilities

- Demonstrate a commitment to safety
- Demonstrate a positive work attitude
- Demonstrate excellent attendance and punctuality
- Timely transportation of product from origin to destination as assigned
- Responsible for securing loads before delivery and pickups
- Collect payments from customers in monetary form acceptable to L&R Pallet and Envirocycle
- Maintain BOL paperwork as required for product delivery
- Maintain necessary records required for compliance with state and federal regulations, including driver's logs, fuel purchases, mileage records, etc.
- Abide by all L&R safety procedures, policies and state and federal transportation regulations
- Ensuring that daily inspections of equipment are completed
- Maintain professional representation of L&R Pallet in all interactions with customers and through responsible and courteous driving
- Maintaining clear and open communication with management

### Work Environment and Physical Requirements

- Works in uncontrolled temperature environment, indoor and outdoor positions
- Vision for near, mid-range and far
- Hearing for low, medium, and high pitch
- Effective communication skills when dealing with co-workers and supervisors
- Must be able to perform all job expectations safely
- Requires physical ability for standing, sitting, crouching, kneeling, frequent walking, reaching above head and below waist

## **General Labor**

- Works in the warehouse in support of one of the departments such as repair, teardown, or dock. Follows supervisor's direction of the duties to be performed. Generally does not operate power tools such as saws and nail guns, but may be required to fill in for tool operators based on Supervisor's training and authorization.
- Work requires operator to stand and walk for long periods of time.
- Must be able to repeatedly lift a minimum of 55lbs during shift.

## **Pallet Repair and Assembly**

- Uses a pneumatic nail gun to repair or assemble pallets. In repairing a pallet on a repair table, removing defective boards, replacing them with new boards and nailing replaced boards in place. In pallet assembly, stock boards are nailed together building the type and size of pallet required.
- Responsible for troubleshooting jams and basic maintenance of a nail gun.
- Must be trained and authorized to use a nail gun.
- Work requires operator to stand for long periods of time.
- Must be able to repeatedly lift a minimum of 55lbs during shift.
- Nail guns must be operated with extreme care, adhering to Company safety procedures at all times.
- Starting at \$18/hr and ability to earn more by piece rate

## **Shop 3 Custom Build**

- Experience or learn to use nail gun
- Basic math and measurement skills
- Must be teachable and willing to learn necessary job skills
- 2 person job, have to work well together

## **C-Line Repair Cells**

- Have proven themselves in repair roles
- Trust their qualities of upgrades and repairs
- Starting at \$18/hr and ability to earn more by piece rate

## **Wood Recovery Laborer**

- Works in warehouse in support of the departments, which do pallet teardown and sorting of boards.
- Generally does not operate power tools outside of conveyor.
- Must be trained and authorized, and adhere to Company safety procedures at all times.
- Pallet teardown operators of band saws must be trained and authorized to work machines.
- Work requires operator to stand for long periods of time.
- Must be able to repeatedly lift a minimum of 55lbs during shift.

## **Machine Operator**

- Operates high-powered machines for pallet assembly.
- Places material to be assembled and nailed on equipment.
- Responsible for troubleshooting jams and basic maintenance of equipment.
- Work requires operator to stand for long periods of time.
- Must be able to lift a minimum of 55lbs during shift.
- Must be trained and authorized to work equipment.
- Equipment must be operated with extreme care adhering to Company safety procedures at all times.

## **Saw Operator**

- Operates one or more single or multiple blade circular saws to cut wood and wood products to specific lengths.
- Responsible for troubleshooting and basic maintenance of saw.

- Must be trained and authorized Saw Operator.
- Must be able to repeatedly list a minimum of 55lbs during shift.
- Work requires operator to stand for long period of times.
- Saws must be operated with extreme care adhering to Company safety procedures at all times.

**Fork Lift Operator**

- Operates forklift to move pallets through the different departments in the plant.
- Moves levers and presses pedals to drive truck and control movement of lifting apparatus.
- Unloads and stacks material by raising and lowering forks.
- Operator is responsible for making decisions regarding the movement of pallets or materials to maximize the efficiency of the plant
- Will be responsible for daily inspections of forklift.
- Will be responsible for replacing propane tanks.
- Work requires operator to sit for long periods of time.
- Work requires operator to be able to enter and exit forklift repeatedly throughout shift.
- Forklift operator must be trained and certified.
- Start at \$15/hour

**Work Schedule**

- Full-time position - Monday through Friday 6am to 2:30pm
- Morning break at 8:30-8:45am and lunch at 11:00-11:30am
- Overtime available

**Benefits**

2 Personal/Sick Days	Holidays
Health, Dental and Vision Insurance	ESOP Retirement Plan
1 Week Vacation (after 1 year of service)	Voluntary Life Insurance
2 Weeks Vacation (after 5 years of service)	Access to in-house Care Team services

**Supervisor(s):** Plant Manager, Assistant Plant Manager and Department Lead (Yellow Hat)