

**Department:** Shipping

**Job Title:** 3<sup>rd</sup> Shift Shipping Supervisor

**Job Classification:** Medium

**Hours Required:** 8 Hours with occasional overtime. 3<sup>rd</sup> Shift: 10:45 PM – 7:15 AM Sunday-Thursday

**Breaks/Lunch:** One 10 minute paid break and a 30-minute unpaid lunch.

**Educational Requirements:** High School Diploma or GED

Essential Functions:

- Drive a forklift in a safe manner following Cardinal NELG policy
- Lead from the front.
- Oversight of forklift staff in daily operations, along with the timely loading and unloading of trucks.
- Keep the production lines, in Lamination and Packing, moving with the appropriately scheduled orders and minimize gaps in production.
- Maintain accurate count of inventory of glass-inbound, outbound and plant to assist the planning department's needs.
- Correct all inventory issues by the end of business hours each day with live updates throughout.

Additional Responsibilities:

- Support Packing and Lamination operations as needed.
- Load out trucks and know how to correct issues that come up from time to time.
- Unload trucks as needed.
- Maintain a clean and organized plant, looking for astray, trash and emptying of dumpsters.
- The workday is not done UNTIL the work is complete and satisfies the cleanliness standards of Cardinal NELG.

Minimum Qualifications:

- Previous supervising experience
- Previous forklift experience
- Knowledge of floor production and workflow a plus
- Ability to communicate effectively
- Positive attitude that aligns with Cardinal NELG's philosophy of cultivating a positive work environment

Additional Preferred Qualifications:

- Oracle Enterprise One: Inventory/ Schedule knowledge and experience
- NELG Forklift certification preferred

Physical Elements:

- Constantly sitting and walking
- Frequent Bending and reaching
- Occasional lifting, carrying and/or pushing objects weighing 50 pounds or more
- Frequent kneeling and balancing

- Frequent climbing and kneeling
- Oral and Written communication
- Ability to see within normal parameters and hear within normal range

Occasionally - Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs./day)

Frequently - Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)

Constantly - Occupation requires this activity more than 66% of the time (5.5+ hrs./day)

**Performing Elements:**

- Ability to receive in and adjust inventory as needed
- Situational awareness of the surroundings at all times
- Problem solving
- Communicating with various audiences
- Creating written communication
- Ability to read and comprehend

Job Type: Full-time

**COVID-19 considerations:**

Masks are required to be worn on facility grounds.  
Daily temperature checks performed

**PHYSICAL REQUIREMENTS**

Indicate the physical requirement/lifting parameters of this position. Please use the table below to determine the frequency of lifting

Frequency	Duration
Occasional	8 Hours

Level of Physical Requirement	Frequency (Using table above)
Sedentary (Up to 10 lbs.)	Lifting up to 10 lbs. occasionally
Light (20 lbs. occasionally, frequently 10 lbs.)	20 lbs. occasionally, frequently 10 lbs.

**Please indicate with a check-mark how often the position requires the individual to do the following:**

	Never	Rarely	Occasionally	Frequently	Constantly
Lift	X				
Carry	X				
Sit		X			

Stand				X	
Walk				X	
Balance	X				
Bend			X		
Kneel		X			
Crouch			X		
Crawl	X				
Climb	X				
Twist (trunk)		X			
Push	X				
Pull	X				

**Comments:**

<b>REACHING</b>		Never	Rarely	Occasionally	Frequently	Constantly
Below Knees	Near			X		
	Far			X		
Knee to Waist	Near			X		
	Far			X		
Waist to shoulder	Near			X		
	Far			X		
Waist Level	Near				X	
	Far			X		
Above Shoulder	Near			X		
	Far			X		

**Comments:** The conveyor is at approximately waist height

<b>Handling</b>		Right	Left	Both	Frequency
	Simple Grasping			X	<b>Frequent</b>

**Comments:**

	Never	Rarely	Occasionally	Frequently	Constantly
Talking				X	
Hearing				X	
Tasting/Smelling	X				
Far Acuity				X	
Near Acuity				X	
Depth Perception				X	

**Comments:**

**ATMOSPHERIC CONDITIONS**

	Never	Rarely	Occasionally	Frequently	Constantly

Work Indoors					<b>X</b>
Work Outdoors	<b>X</b>				
Wet/Humid	<b>X</b>				
Noise			<b>X</b>		
Vibration		<b>X</b>			
Electrical Shock	<b>X</b>				
Explosives	<b>X</b>				
Toxic Chemicals	<b>X</b>				
Exposure to marked changes in temp	<b>X</b>				
Exposure to dust, fumes, or gases	<b>X</b>				

**Comments:**