



RENUoil of America, Inc. TM

Loader / Unloader

Job Classification Sign-Off

I understand that I am being hired in the position of **Loader / Unloader/Driver**. My job description includes, but is not limited to the following:

- Loading, unloading and moving heavy materials (i.e., each bale moved may weigh an upward of 900 lbs.) from various property sites to and from our recycling facility.
- Must be forklift certified and know how to operate an industrial forklift.
- Must wear all company PPE, mask, uniform, steel toe boots at all times.
- Must complete daily Covid-19 screening(s).
- Complete daily inspection logs via Encore app.
- Maintain clean driving record; specific requirements are set forth in employee handbook.
- Must use Bluetooth, wear a seat belt, and drive the speed limit at all times.
- Reads work order or follows oral instructions to ascertain materials or containers to be moved.
- Manually loads and unloads materials onto or from pallets, four-ways, etc.
- Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit, using hand tools.
- Transfers materials to or from storage or work sites to designated area, using a truck or other device.
- Complete Chain of Custody for each pick-up site.
- Ensure that all bales have inventory numbers and weight, if not, immediately report.
- May occasionally operate industrial truck or industrial vehicle to assist in loading or moving materials and products.
- Call and report status updates as needed and go over bale/weight count as requested.
- Email per stop with the itemized amount of what they are collecting.
- Make sure all trucks have been parked correctly.
- Cleaning trucks and off-sites locations as needed; must maintain sanitary work sites
- Inspect warehouse to ensure that it is clean and that the shift prior also left it clean; report sanitation or safety issues immediately.
- Additional vehicle safety, accident investigation, and defensive driving training will be required.
- Must know how to drive a 25 ft box truck.
- Must have a min. of 3 year clean driving record.

Classification Sign-off:

- You are being hired as: **Loader / Unloader**
- Your starting pay rate is: _____ (\$15-\$17 per hour, DOE)
- Your start date is: _____
- Your probationary period ends on: _____
- Your annual evaluation will be on or around: _____

Signature/Firma: _____

Date/Fecha: _____

*This document **supersedes** all prior communications, contracts or correspondence between the parties with respect to the subject matter addressed in this document, whether oral or written.*