

Upper Midwest Sleep, LLC

Bagger/Truck Loader Job Description

Job Summary:

Finished Mattresses and box springs are inspected for defects. Following inspection, mattresses and box springs are sent through the automatic bagging machine then loaded onto the trucks BY HAND according to the shipping order.

Job Procedure:

1. Remove mattresses from conveyor line and place on roller table.
2. Trim excess threads with scissors.
3. Place Destination Sticker & Law in place so as not to interfere with the bagging machine operation.
4. Slide mattresses and box springs onto bagging machine.
5. Some mattresses will require a boot bag being slid onto the end of the mattress, typically king mattresses.
6. Remove bagged mattresses and box springs, then place in staging area
7. Move mattresses and box springs from staging area onto truck trailer as identified by correct color coded destination stickers.
8. Stack mattresses and box springs in truck for optimum efficiency
9. Load according to shipping order.
10. Other duties as necessary, including assisting in unloading foam and spring truck deliveries.

Responsibilities Considerations and Requirements

1. Loading and unloading of trucks
2. Repair of own mistakes
3. Maintaining a clean and safe work environment
4. Other duties as necessary

Physical Requirements:

- Use of hands and fingers (grasping, handling and feeling), reaching with hands and arms with eye hand coordination.
- Ability to sit, stand, walk, stoop and kneel (standing and/or sitting for extended periods), often bending and twisting.
- Close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus.
- Ability to speak and communicate effectively with the ability to read and interpret details and documents such as safety rules, procedure manuals, operations and maintenance instructions and labeling.
- Ability to endure repeated lifting, pushing and pulling of objects up to 100 lbs.
- Having good physical mobility, flexibility and coordination.
- Able to work around noise, moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust.

I have received, reviewed and fully understand the job description for ***“Loading and Bagging”***. As an employee of the facility, I understand that I am responsible for the satisfactory execution of the essential functions therein and acknowledge that I have no physical limitations or medical conditions that would prevent me from fulfilling them. Furthermore, I understand these are intended as guidelines and may change over time, and that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee Signature

Date

Employee Name (print)

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Training Requirements:

Date Trained:

By: (Trainer Signature)

1. Bagging Machine Training
2. Loading Technique Training
3. Proper Lifting Training
4. Production Order Training
5. Personal Safety Training

This job description is not intended to be an exhaustive list of all duties or responsibilities associated with the job. Other job-related duties may be assigned.