



# Pepsi-Cola Bottling Co of Central Virginia

## Material Handler; Day Shift

**Department:** Warehouse

**Job Status:** Full Time

**Work Schedule:** Monday-Friday, Day Shift

**Reports to:** Day Shift Warehouse Manager

**Amount of Travel Required:** NA

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### POSITION SUMMARY

Pepsi-Cola Bottling Company of Central Virginia is seeking a Full Time Day Shift Material Handler. Day Shift Material Handlers load and unload beverage delivery trucks, and operate forklifts and electric pallet jacks to pack soda orders and stack cases on pallets. They unload incoming pallets of beverages from production facilities, assist in repairing of damaged goods inventory, and participate in clean-up duties to include sweeping of floors, trailers, and disposal of trash. They are also trained to operate a warehouse handheld computer.

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Builds sales orders using automated equipment or hand built to be loaded onto beverage delivery trucks
- Operates forklift and electric pallet jack, and must maintain OSHA Forklift Certification
- Follows OSHA guidelines, to prevent injury to self, others, and damage of product while operating machinery
- Repairs damaged goods inventory – rinses product when necessary, and disposes of trash appropriately
- Accepts or refuses incoming product from production facilities, according to FDA food safety standards
- Unloads delivered product from delivery trucks
- Performs thorough truck sweeps in accordance with FDA food safety standards.
- Operates warehouse handheld computer.
- Follows company policies and procedures in accordance with established regulations (i.e.: Good Manufacturing Practices, OSHA, FDA, PepsiCo and AIB Standards, FSSC 22000, etc.)

### POSITION QUALIFICATIONS

#### Competency Statement(s)

- **Accountability-** Ability to complete assigned tasks with little oversight and is willing to accept responsibility.
- **Adaptability-** Ability to adapt to change in the workplace.
- **Communication Skills-** Ability to effectively communicate with others either individually or in a group setting using the spoken or written word.
- **Customer Oriented-** Ability to take care of the Customers' needs while following company policies and procedures.
- **Decision Making-** Ability to make critical decisions while following company policies and procedures.
- **Detail Oriented-** Ability to pay attention to the minute details of a project or task.
- **Diversity Oriented-** Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- **Ethics & Integrity-** Ability to be truthful and be seen as credible in the workplace.
- **Interpersonal Awareness-** Ability to get along well with a variety of personalities and individuals.
- **Problem Solving-** Ability to find a solution for or to deal proactively with work-related problems.
- **Safety Awareness-** Ability to identify and correct conditions that affect employee safety
- **Time Management-** Ability to utilize the available time to organize and complete work within given deadlines.
- **Working Under Pressure-** Ability to complete assigned tasks under stressful situations.

### SKILLS & ABILITIES

**Education:** High School graduate or General Education Degree (GED): Preferred

**Computer Skills:** As needed to perform any position related activities for Pepsi and/or the Customer.

**Certifications & Licenses:** OSHA forklift certification required

Other Requirements: Knowledge of: retail sales environment, beverage industry; stocking, rotating and displaying products; product line. Skill in: external Customer service in a variety of settings. Ability to: work quickly, independently and efficiently without direct supervision; multi-task; solve problems; adapt to changing tasks and priorities; read (e.g. diagrams, planograms and maps) and; communicate effectively with Customers and other employees; relate to Customers and develop good working relationships; be trained on a pallet jack, straddle stacker, hand held computer and printer and other mechanical equipment; drive a combination vehicle, accurately count order being delivered and payment received from Customer; lift heavy product repetitively. Other functions, skills and abilities may also apply.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to work in a standing position for 10 hours a day; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Job may also require working around equipment and machinery, exposure to varied temperatures, humidity, and wetness; working at heights, operations of foot controls or repetitive foot movement, and use of visual and auditory senses. With proper training and equipment the employee must safely and regularly lift/carry or push/pull up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## Other Physical Requirements

- **Vision** (Near, Distance, Color, Peripheral, Depth)
- **Ability** to wear Personal Protective Equipment (PPE) – Safety Shoes

## Work Environment

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually very loud.

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The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

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***EEO Clause: Pepsi-Cola Bottling Company of Central Virginia provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender, age, national origin, citizenship status, marital status, physical or mental disability, genetic information, sexual orientation, past, present, or future membership in a United States Uniformed Service.***