

# Load Clerk Guidelines

Start time is 8 am do a walk around the warehouse to learn where the products for the day are. Check your Team Distribution sheet.

8:30 am or before when ready check Break Room for teams to start building their load.

Place a check ✓ by product when they have received it.

After loads are done have them wrap their loads if needed.

Have team sign Team Distribution Sheet then give it back to the team for them to take to their mailbox area.

Tell them to move their load to the front Bay Door area for Hyster to deliver to Hauler vehicle.

Then when your area is empty go to Break Room ask for the next team in line to go. Remember that teams of 15 and below have 30 minutes to build their load. Teams of 16 and above have 45 minutes to build their load.

We do not build their loads they have control over that.

If a team is late after 5 minutes they can not build their load unless the Distribution Clerk gives the okay due to it depending on the circumstances.