



405 S. Banker Street • P.O. Box 629 • Effingham, IL 62401-0629

Phone: (217) 342-9412 • FAX: (217) 347-5949

Job Title: General Laborer
Location: Willow Hill, IL
Reports to: Location Manager

If you are qualified for this position and have an interest, please contact David Ochs at 618-455-3201 or email at willowhill1g@tgmfs.com

Job Summary:

Responsible for a variety of general labor tasks which are required to assist in meeting internal and external customer needs.

Essential Functions:

- Records data according to regulations and standards
- Sets up material handling, storage, and transport for the delivery of products
- Performs and records daily safety checks of equipment as required
- Loads and unloads containers, pallets, or materials and products, safely on/off trucks, trailers, or railcars
- Ensures products are evenly balanced and distributed on trucks/trailers and proper axle weights are met
- Communicate effectively with customers
- Responsible for inventory control
- Assures all products are accounted for with either an invoice or a delivery ticket
- Responsible for working from heights
- Maintains an appropriate inventory of parts necessary for repairs and maintenance
- Responsible for the housekeeping of the shop
- Successfully adhere to safety rules and company policies and procedures. EHS, OSHA and DOT policies and procedures must be adhered to at all times.
- All other duties as assigned

Education and Experience:

Requires a high school diploma, GED or related experience equivalent. Valid Driver's License is preferred. Ability to work extended hours.