

DC – Inbound Runner

Purpose	The purpose of the inbound runner is to increase the efficiency of the product put away.
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Guidelines	The runner should always be aware of surroundings and should show 360 awareness at all times.
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Inbound Runner	Step	Action
	1	Lift pallet with electric rider. Make sure the forks on rider do not go in too far to the point to where the pallet is damaged.
	2	Identify the brand on the pallet.
	3	Drive to designated staging area and drop pallet off.
	4	For ensure safety of the product and driver, leave a gap in between pallets and wall/fence of the drop off area.
	5	While operating the rider be very attentive of surroundings as there are other machines being operated through the aisles.
	6	Make sure that there is not too much congestion in staging area, as this may increase the possibility of a collision between machinery and racks.



Contact	Please see your mentor if you have any questions.
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