



JOB DESCRIPTION

POSITION: Warehouse
DEPARTMENT: Warehouse
REPORTS TO: Warehouse Manager/Supervisor
CLASSIFICATION: Non-Exempt
APPROVED BY: Chief Operating Officer
APPROVED DATE: 11/15/17

Summary

This position receives, stores, selects and loads products within warehouse, ensuring accuracy and timeliness of all job functions.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Receive and process warehouse stock products.
- Select and prepare customer orders in a manner that insures complete fulfillment of each customer order.
- Check all incoming and outgoing orders for accuracy.
- Ensure accurate receipt and documentation are included for inbound product.
- Affixes pallet tags and mark materials with other identifying information upon receipt.
- Convey products and materials from receiving areas to storage or other designated areas.
- Places items on racks, shelves or bins according to predetermined slot assignments.
- Rotate stock to enable oldest stock to be most accessible for picking.
- Able to read pick tickets (or on-screen display, etc.), assemble customer orders from stock and place order on pallets.
- Load trailers with merchandise scheduled to be shipped.
- Record information as directed to track all activities.
- Perform tasks in a manner consistent with the zero errors policy of the company.
- Maintain performance at or above productivity standards and service level targets established by the company.
- Operate within applicable safety guidelines as per government regulations, the company's safety manuals and/or stated safety policies, and common sense.
- Perform work in a manner to prevent damage to company equipment, facilities and products.

- Insures proper warehouse cleanliness is maintained at all times.
- Wear proper safety equipment.

Competencies

- Technical Capacity
- Communication Proficiency
- Organizational Skills
- Thoroughness
- Time Management

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position works in a warehouse setting, with some outdoor exposure during the workday. Warehouses are warm in the summer and cooler in the winter. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, and standard warehouse equipment such as forklifts, electric pallet jacks, standard pallet jacks, pickers and man lifts.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects up to 10 pounds, frequently lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position, with day and night shifts. Hours may vary based on location.

Required Education and Experience

- High school diploma or GED
- 1+ year warehouse experience and/or training preferred, or equivalent of education and experience.

Abilities:

- Good communication skills, both written and verbal.
- Able to work on your feet for an 8-hour shift or more.
- Effectively communicate in one-on-one and small group situations to customers and other employees of the organization.
- Add and subtract three digit numbers and to multiply and divide with 10's and 100's and perform these operations using units of U.S. money and weight measurement, volume, and distance.
- Good organizational and time management skills.
- Have a familiarity with modern warehousing practices and methods.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____