Job Description

Job Title: Warehouse Worker
Reports To: Warehouse Supervisor
FLSA Status: Non-Exempt
Prepared Date: April 2021

Summary: The position of Warehouse Worker is responsible for all aspects of warehouse functions including the receiving, storing, handling, shipping, and preparing of product for customer delivery while maintaining the warehouse in a safe and orderly fashion. Use of forklift and/or order picker to process orders. Use of an overhead crane depending on the warehouse location.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Obtains or pulls material to fill pick tickets from storage yard and warehouse. Verifies quantities and items being shipped against the invoice. Loads merchandise into the company vehicle.
- Maintains assigned equipment in clean condition. Performs routine inspection and preventative maintenance on assigned equipment and refers defects or necessary repairs to supervisor.
- Verifies the quantity and description of materials received by checking merchandise against the packing lists and purchase orders.
- Excellent attendance record required.
- Ability to work overtime as needed.
- Ability to transport, gather, distribute and stock material in a safe, efficient, manner.
- General knowledge of warehouse procedures and ability to operate material handling equipment (such as a forklift) in a safe manner. Possession of a Forklift Operator Certification or the ability to attain forklift certification.
- In certain warehouse locations, may be required to operate an overhead crane.
- Other duties as assigned to keep warehouse organized and orderly at all times.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **EDUCATION and/or EXPERIENCE:**

- High School Diploma or GED

- General knowledge of warehouse procedures and ability to operate material handling equipment in a safe manner.
- Ability to effectively communicate with co-workers to aid in satisfying customer requirements.
- Ability to organize and prioritize job tasks and requirements.
- Ability to pass a Background Check and Drug Screen.
- Must be at least 18 years old.

LANGUAGE SKILLS: Ability to write and read routine reports or job orders. Ability to speak effectively with customers or employees within the organization. Ability to speak, read and hear English.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure using whole numbers, fractions, and decimals.

REASONING ABILITY: Ability to interpret a documents and instructions furnished in written, oral, or schedule form. Ability to organize and prioritize job projects and requirements.

ATTENDANCE DEMANDS: Attendance is required Monday through Friday within normal business hours as established by the Warehouse Supervisor. Employee may be required to work overtime.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to grasp and lift and to reach with hands and arms. The employee is occasionally required to sit, climb and balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 75 pounds. Specific visual abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

- The noise level in the work environment is usually loud.
- Exposure to hot and cold temperatures. Employee would be working both inside and outside and on elevated balconies.

DISCLAIMER: *The preceding job description is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*

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