

WAREHOUSE ASSOCIATE

POSITION SUMMARY

The Warehouse Associate will stage, load, and unload product and materials and stock and maintain warehouse inventory along with some deliveries and material pick-ups.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Tracking outbound and inbound inventory within the designated system
- Completing damage reports
- Assisting in showroom and deliveries when necessary
- Packaging finished products for shipping (shrink wrapping, boxing, labeling)
- Staging finished products for loading
- Loading finished products onto truck
- Unloading materials from truck
- Moving materials to warehouse storage
- Moving waste from assembly line to dumpsters
- Being responsible for quality control
- Operating within standard operating procedures and Job Safety Analysis
- Operating forklift
- Completing daily logs
- Performing preventive maintenance on forklift, truck
- Communicating with operators from other shifts
- Cleaning and maintaining work area
- Turning off and locking out equipment when not in use
- Assisting mechanics and machinists in repair work
- Ordering materials
- Maintaining material supply adhering to just in time manufacturing principles
- Other duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma or GED preferred, or an equivalent combination of education and experience
- 1-2 years of related experience working in similar industry; additional education may be substituted for years of work experience
- Forklift certification and applicable state certification for truck and/or rail operation
- Good oral and written communication skills
- Manual dexterity required for operating machinery
- Ability to be a team player and meet deadlines

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, work boots, and hardhats. Loose fitting clothes and jewelry are not permitted. The noise level in the work environment is usually moderate to high.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.