

# Job Description

**Job Title:** Warehouse Material Handler

**Supervisor:** Warehouse Manager

**Prepared By:** HR

**Approved By:**

**Department:** Operations

**FLSA Status:** Non-Exempt

**Prepared Date:** April 11, 2017

**Approved Date:**

## Summary

Loads unload and move materials within or near facility, yard, or work site by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Reads work order or follows oral instructions to ascertain materials or containers to be moved.

Assembles and fills orders to be shipped to customers then reviews all orders to ensure picking accuracy.

Pulls and assembles orders for will call customers quickly, accurately, and courteously and respectfully.

Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand.

Loads materials into crates that contain products for transfer to all locations and installs strapping, bracing, or padding to prevent shifting or damage in transit.

Operates industrial truck or electric hoist to assist in loading or moving materials and products.

*The job description and responsibilities described are intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

**Supervisory Responsibilities** - This job has no supervisory responsibilities.

**Competencies** - To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; requires minimal supervision; displays understanding of how job relates to others.

Customer Service - Responds promptly to customer needs; responds to requests for service and assistance.

Communications - Expresses ideas and thoughts verbally; exhibits good listening and comprehension gets clarification; responds well to questions; ability to read and interpret written information

Ethics/Diversity - Works with integrity and principles; upholds organizational values; shows respect and sensitivity for cultural differences.

Personal Appearance - Dresses appropriately for the position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time.

Quality/Quantity - Demonstrates accuracy and thoroughness; Meets productivity standards; completes work promptly; strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

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

### **Education and Experience**

High school diploma or general education degree (GED); or one to three months related experience and training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one situations to customers, and employees of the organization.

### **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Inventory software; and Order processing systems.

### **Certificates, Licenses, Registrations**

Forklift License

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

While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and move up to 100 pounds, frequently lift and move up to 50 pounds and occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually loud.

Equal Opportunity Employer (EOE); Minority/Female/Disabled/Veteran (M/F/D/V); Drug-Free Workplace (DFW)