

# Warehouse Worker

Job Title:	Warehouse Worker	Company Job Code:	.....
FLSA Status:	.....	Division/Department	.....
EEO Code:	.....	Reports to:	Shift Supervisor
Salary Grade/Band:	.....	Last Revision Date:	.....

## SUMMARY

Stage, load, and unload finished product and raw materials. Stock and maintain warehouse inventory.

## PRIMARY RESPONSIBILITIES

1. Package finished product for shipping (shrink wrapping, boxing, labeling).
2. Stage finished product for loading.
3. Load finished product onto truck, aircraft, and/or railcar.
4. Unload raw materials from truck, aircraft, and/or railcar.
5. Move raw materials to warehouse storage.
6. Move waste from assembly line to dumpsters.
7. Responsible for quality control. No damaged product is sent out. No damaged raw material is accepted in.
8. Operate within standard operating procedures (SOPs) and Job Safety Analysis (JSAs).
9. Operate forklift, trucks, and/or railcars.
10. Complete daily logs.
11. Perform preventive maintenance (PMs) on forklift, truck, and/or railcar.
12. Communicate with operators from other shifts.
13. Clean and maintain work area.
14. Turn off and lock out equipment when not in use.
15. Other duties as assigned.

## ADDITIONAL RESPONSIBILITIES

1. Assist mechanics and machinists in repair work.
2. Perform back-up for assemblers.
3. Provide on-the-job training to new employees.
4. Order raw materials. Maintain material supply adhering to just in time manufacturing principles.

## KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Forklift certification and applicable state certification for truck and/or rail operation.
3. Manual dexterity required for operating machinery.
4. Ability to lift up to 30 pounds required.

## **WORKING CONDITIONS**

Working conditions are normal for a manufacturing environment. Work involves frequent lifting of materials and product up to 30 pounds. 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.

**SOURCE: [hrVillage.com](http://hrVillage.com)**