

JOB DESCRIPTION

Job Title: Warehouse Worker-2nd Shift
Hours: M-F 4pm-Midnight or until completion of work
Department: Warehouse
Reports to: Warehouse Supervisor 2nd Shift

POSITION SUMMARY

Receives, stores, selects and loads raw materials, packaging supplies, equipment, and products for resale within the warehouse.

ESSENTIAL FUNCTIONS

- Read receiving schedule, dispatch log, delivery tickets, purchase order, special orders and return-to vendor forms to determine items to be received, picked, staged, loaded or delivered.
- Convey materials and items from receiving or production areas to storage rack or shelves or to other designated areas using narrow aisle reach trucks, electric pallet jacks or stock chasers.
- Sort and store high value goods in a designated secure area.
- Assemble customer orders from stock and place orders on pallets or loads the order directly into delivery trucks.
- Follow detailed instructions on routing and shipping documents.
- Mark materials with identifying information.
- Load trucks according to the pick manifest.
- Opens bales, crates, and other containers.
- Record amounts of materials or items received or distributed.
- Use computer to print purchase orders and to find overflow locations.
- Pick, process, and load all common carrier, FEDEX and other outside shipments.
- Use computer to locate stock, move stock and print labels.
- Greet and wait on customers that pick up merchandise in the warehouse.
- Perform cleaning and maintenance on the warehouse as directed.
- Operate the compactor and shrink wrap machines as needed.
- Perform cycle count and inventory control functions.

INDEPENDENCE/AUTONOMY

Frequent supervision: Work is frequently reviewed by supervisor for quality and timeliness. Response to non-standard situations is determined by supervisor.

PROBLEM SOLVING/DECISION MAKING

Work is mostly routine and covered by general instructions or procedures. Occasional judgment is required in completing a task or selecting between several alternative solutions.

CONTACTS

Regular contacts, within or outside the Company to give or get information. Requires courtesy, tact, and some knowledge of Company procedures.

SUPERVISORY RESPONSIBILITIES

Not applicable.

EDUCATION QUALIFICATIONS/REQUIREMENTS

High School diploma or general equivalency diploma and 2 years of warehouse experience or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic math and reading.
- Ability to follow instructions.
- Must have basic computer skills.

CERTIFICATIONS, LICENSES AND REGISTRATIONS

Fork Lift or Pallet Jack certification required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Must be able to frequently lift up to 50 pounds and move more than 100 pounds.
- The employee frequently is required to stand sit or walk, climb, kneel, crouch, or crawl.
- The employee is occasionally exposed to toxic or caustic chemicals.
- The employee is regularly required to work in an office, warehouse, or outdoor environment.
- Specific vision abilities required by the this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this position, employee regularly works in warehouse/storeroom environments.

ADDITIONAL REQUIREMENTS

Will be required to perform other duties as requested, directed or assigned.