

JOB DESCRIPTION

Job Title: Warehouse Worker
Hours: M-F 7:30am-4:30pm
Department: Richmond (4300)
Reports to: Director of Branch Operations

POSITION SUMMARY

Manages the overall direction of the warehouse, receiving, shipping, inventory control, vehicle fleet and the general daily direction of the drivers.

ESSENTIAL FUNCTIONS

- Determine picking assignments for warehousemen according to Dispatch log and truck manifests.
- Supervises and directs warehousemen to reach productivity and accuracy goals.
- Audit selected orders to verify accuracy.
- Verify that trucks are loaded properly ensuring that products are correctly stacked and secured.
- Maintain clean and orderly warehouse aisles, stock keeping locations, and loading dock areas.
- Maintain high standards of customer service by ensuring that orders are accurately and completely filled.
- Review and sign off on all backorders.
- Replenish prime locations as needed and ensures that orders are accurately and completely filled.
- Review and sign off on all backorders.
- Replenish prime locations as needed and ensures that transactions are properly documented.
- Ensure that substitutions are made for cleaning contractors for select items that cannot be backordered.
- Maintain time and production records.
- Interpret company policy to workers and enforce safety regulations.
- Supervise and direct staff to reach productivity and accuracy goals.
- Responsible for checking in drivers returning from making night deliveries.
- Suggest changes in working conditions and use of equipment to increase the productivity.

INDEPENDENCE/AUTONOMY

Works independently: Work is governed by Company mission and broad strategic goals. Generally operates without supervision except where long-range program or change of policy is involved. Guidance, when received, comes from Executive Level Management.

PROBLEM SOLVING/DECISION MAKING

Work is governed by broad direction and objectives, providing some latitude to make decisions and recommendations with moderate impact within a department.

CONTACTS

Frequent contacts, within or outside of the Company. Requires tact, discretion, and working knowledge of Company procedures and policies.

SUPERVISORY RESPONSIBILITIES

Not applicable.

EDUCATION QUALIFICATIONS/REQUIREMENTS

High school diploma or general equivalent diploma and 2 to 3 years of experience in warehousing, receiving, inventory control, or materials management in manufacturing environment.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge of receiving, warehouse, and material handling operations, methods, and practices.
- Ability to effectively communicate orally and in writing.
- Advanced computer skills, including proficiency in using Microsoft Office software.
- Ability to manage within a union environment.
- Knowledge of distribution and transportation industry.
- Experience using Roadnet or other similar computerized routing software.
- Excellent organization skills, with the ability to multitask.
- Ability to manage a large staff.
- Working knowledge of spreadsheets and computerized order management.
- Leadership: a demonstrated ability to lead people and get results through others.
- Planning an ability to think ahead and plan over a 3-9 month time span.
- Problem analysis and problem resolution at a functional level.
- Employee training and development.
- Strong customer orientation.
- Excellent interpersonal and communication skills.
- Commitment to company values.
- Computer proficiency.

CERTIFICATIONS, LICENSES AND REGISTRATIONS

- Hazmat Certification preferred.
- Certification for train the trainer forklift trucks, including sit down counter balance and narrow aisle reach trucks.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Must be able to frequently lift up to 50 pounds and move more than 100 pounds.

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- 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.

ADDITIONAL REQUIREMENTS

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