



Job Title: Warehouse Worker
Department: Warehouse
Reports To: Inventory Supervisor
FLSA Status: Non-Exempt

SUMMARY

The Warehouse Worker is overall responsible for staging, loading, and unloading finished product and raw materials. Stocking and maintaining warehouse inventory as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

THE INTENT OF THIS JOB DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY THE INCUMBENTS OF THIS JOB. INCUMBENTS MAY BE REQUESTED TO PERFORM JOB-RELATED TASKS OTHER THAN THOSE SPECIFICALLY PRESENTED IN THIS DESCRIPTION. ON OCCASION MUST BE FLEXIBLE TO WORK OVERTIME HOURS TO COMPLETE JOBS AND/OR TASKS.

- Processes shipping documents and packing lists for material.
- Package finished product for shipping (plastic wrapping, boxing, labeling).
- Stage incoming shipments for warehouse storage and outgoing product for loading.
- Operate forklift trucks daily for moving material.
- Load finished product onto truck, flatbed or other.
- Unload raw materials from truck, flatbed or other.
- Deliver product to customer site as directed.
- Organize and maintain warehouse as needed.
- Regularly performs assembly tasks as directed.
- Applies safe practices and utilization of tools and equipment for warehouse operations.
- Completes projects or tasks as assigned by the Inventory Supervisor.
- Clean and maintain work area.
- Any assigned or assumed duties subject to change as directed by Management.

SUPERVISORY RESPONSIBILITIES

None

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/or ability required.



EDUCATION &/or EXPERIENCE

Must possess a High School Diploma or GED equivalent.
Must have experience in a warehouse environment.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate and percentage.

CERTIFICATES, LICENSES, REGISTRATIONS

No specific requirements. Must have a valid Illinois driver's license.
Must attend forklift operator training and become a certified operator within 1 year.

PHYSICAL DEMANDS

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

1. While performing the essential functions of this job, the incumbent is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The incumbent is frequently required to sit. The incumbent is occasionally required to kneel, crouch, or stoop. The incumbent on occasion may lift or move up to 75 pounds, and /or more frequently lift or move 20 to 50 pounds, and constantly lift or move up to 10 pounds. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT

The work environment characteristics described herein 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.

This job is performed in a Warehouse setting and the noise level is usually moderate.

ACKNOWLEDGEMENT:

I _____ acknowledge that I have read or have had explained to me all of the conditions listed above and further acknowledge that I can perform all of the essential duties and responsibilities herein without accommodation.

Employee Signature

Date