Date: 2/1/2021

Job Title: Warehouse

Location: Quincy- Branch 16

Reports Directly to: Branch Manager

FLSA Status: Hourly

**Principal Accountabilities:**

1. Efficient and effective loading and unloading of trucks.
2. Inspects materials according to instructions and reports damaged goods.
3. Process inbound materials to the warehouse. Compares quantities shown on packing slip or manifests with actual items received.
4. Sorting and placing materials or items on racks, shelves, or in bins according to sequence such as size, type, style, color, or product code.
5. Ensures materials are placed in the designated area within the warehouse.
6. Stacks skids or pallets in designated area. Cleans up and disposes of scrap bracing, cardboard, and strapping and places in proper container or designated area.
7. Maintains safe and clean work environment by keeping racks, shelves, pallet area, workstations and counter area neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
8. General housekeeping: sweeping, mopping, dusting, empty trash.
9. Perform other duties as requested.

**Position Specifications/Scope**

**Minimum Education/Experience Required:**

High School Diploma or its equivalent

**Knowledge, Skills, Abilities Required:**

Critical thinker-using logic and reasoning to identify alternative solutions

Mathematical reasoning- ability to choose the right method or formulas to solve problem

Ability to learn Eclipse software

Must be very detail-oriented and focused for accuracy

Ability to perform assignments with minimal supervision and under tight deadlines

Must have strong interpersonal communication skills

Must maintain a patient and professional attitude, while managing a busy workload

Strong organizational skills required

Must be able to determine and prioritize workload

**Equipment Used:**

PC

Calculator

Fax

Telephone

Photocopy machine

Forklift

*The work environment characteristics described below 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*.

**Working Conditions:**

Normal warehouse environment

*The physical demands described below 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.*

**Physical Demands:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| X | Balancing | X | Feeling | X | Pulling | X | Seeing | X | Talking |
| X | Carrying | X | Grasping | X | Sitting | X | -Close | X | Walking |
| X | Climbing | X | Hearing | X | Standing | X | -Far |  |  |
| X | Crawling | X | Kneeling | X | Stooping | X | -Color |  |  |
| X | Crouching | X | Lifting |  |  |  | -Depth |  |  |

**Other:**

Exposure to varying weather conditions and temperatures in warehouse and on loading dock.

Physical strength to lift up to 50 pounds regularly and up to 75 pounds occasionally.

The foregoing responsibilities, accountabilities, statements and requirements are intended to describe the general nature and level of work performed in this position. They are not intended to be construed as an all-inclusive list of every responsibility, duty, skill and expectations required of personnel so classified.

Approvals:

Employee: Date:

Department Supervisor: Date:

Human Resources: Date: