

Material Handler Warehouse

<u>DEPARTMENT:</u> Production	<u>EFFECTIVE DATE:</u> 5-18-2021
<u>REPORTS TO:</u> Production Team Lead	<u>WRITTEN BY:</u> Human Resources
<u>STATUS:</u> Nonexempt	<u>APPROVED BY:</u> Plant Manager

SUMMARY OF FUNCTIONS:

Pulls parts painted and non-painted to fill requirements of unit assembly. Stages parts in specified areas to assist efficient production.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Loads, unloads, and moves materials within warehouse.
- Assists stocking, pulling, painting and reads work orders or follows verbal instructions to ascertain materials or product to be moved.
- Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand and/or necessary equipment.
- Loads material and may involves strapping, bracing, or padding to prevent shifting or damage in transit, using hand tools.
- Stage parts for assembly of units per work order using pallet jacks, hoists and/or industrial powered equipment.
- Secures lifting attachments to materials and conveys load to destination.
- Counts, weighs, records number of units of materials moved or handled on a daily production sheet.
- Delivers processed units to storage or for the next stage or processing.
- Assists shipping with additional material handling, as necessary.

ADDITIONAL RESPONSIBILITIES:

- May be required to operate industrial truck or electric hoist to assist in loading or moving materials and products.
- Performs other assignments or duties as required.
- Maintains and complies with quality processes and procedures.
- May have to assemble and/or paint if necessary.
- Assist other production workers in production activities.

ORGANIZATIONAL RELATIONSHIPS:

Report directly to the Production Team Lead.

EDUCATIONAL OR SKILL REQUIREMENTS:

A High School diploma or GED equivalent is preferred.

Ability to read and follow written direction is helpful.

Good communication skills and task oriented.

Warehouse and powered industrial equipment experience are preferred.

PHYSICAL REQUIREMENTS:

Sitting, standing, stooped, and occasional lifting up to 50lb may be required. Repetitive hand movements and visual ability to complete office work at a computer are required.

The use of steel cutters, crowbars, claw hammers and other hand tools to open boxes, pallets, and containers.

Ability to wear a company supplied respirator during painting when required.

Physical strength to operate a forklift and other machinery.

Must be able to pass a drug test and background check.