



### Summary

Our **Warehouse Team Member** is responsible for performing physical tasks in the materials management function including picking orders, shipping and receiving, inventory control, and delivery of materials. This position will load, unload, and/or convey materials throughout the site; verify quantity, weight, and conformance of materials (including code date) utilizing matching protocol; and prepare records of materials shipped.

### Job Duties

- Pick orders for external and internal customers.
- Update inventory control system.
- Participate in physical inventory.
- Maintain accurate records of work procedures as directed.
- Load and unload trucks as directed.
- Receive materials in timely manner.
- Maintain a safe warehouse environment.
- Perform routine cleaning duties.
- Perform other duties as assigned.

### Requirements

- High School diploma or GED equivalent.
- 2 years of warehouse experience desired.
- Must have strong verbal and written communication skills, specifically legible handwriting.
- Must have strong attention to detail with the ability to identify product by size, type, color or product code.
- Solid reading skills with ability to ready orders/match orders on shipping tickets to items picked.
- Basic math and reasoning skills.
- Willingness and ability to lift up to 50lbs repetitively and stand for 8 hours per day.
- Willingness and ability to perform work in cold temperatures (ie: a cooler) for several hours per day.
- Ability to operate inventory control equipment such as computer data entry and handheld devices (ie: Smartphones).
- Good attitude with the ability to work independently and as part of a team.
- Ability and willingness to learn and grow in role.
- Forklift experience and clean driving record preferred. CDL license strongly desired.
- Computer and Smartphone experience a plus.

Date Issued: 11/17/15

FLSA Status: Non-exempt

### Competencies

<p><u>Attendance &amp; Punctuality</u></p> <ul style="list-style-type: none"><li>● Schedules time off in advance</li><li>● Begins working on time</li><li>● Keeps absences within guidelines</li><li>● Ensures work responsibilities are covered when absent</li><li>● Arrives at meetings and appointments on time</li></ul>	<p><u>Adaptability</u></p> <ul style="list-style-type: none"><li>● Adapts to changes in the work environment</li><li>● Manages competing demands</li><li>● Changes approach or method to best fit the situation</li><li>● Accepts criticism and feedback</li></ul>
<p><u>Teamwork</u></p> <ul style="list-style-type: none"><li>● Contributes to building a positive team spirit</li><li>● Puts success of team above own interests</li><li>● Balances team and individual responsibilities</li><li>● Exhibits objectivity and openness to others' views</li><li>● Gives and welcomes feedback</li></ul>	<p><u>Cooperation</u></p> <ul style="list-style-type: none"><li>● Establishes and maintains effective relations</li><li>● Exhibits tact and consideration</li><li>● Displays positive outlook and pleasant manner</li><li>● Offers assistance and support to coworkers</li><li>● Works cooperatively in group situations</li><li>● Works actively to resolve conflicts</li></ul>
<p><u>Dependability</u></p> <ul style="list-style-type: none"><li>● Meets attendance and punctuality guidelines</li><li>● Follows instructions, responds to management direction.</li><li>● Commits to doing the best job possible</li><li>● Keeps commitments</li><li>● Responds to requests for service and assistance</li></ul>	<p><u>Quality</u></p> <ul style="list-style-type: none"><li>● Demonstrates accuracy and thoroughness</li><li>● Displays commitment to excellence</li><li>● Monitors own work to ensure quality</li><li>● Looks for ways to improve and promote quality</li><li>● Applies feedback to improve performance</li></ul>
<p><u>Quantity</u></p> <ul style="list-style-type: none"><li>● Meets productivity standards</li><li>● Completes work in a timely manner</li><li>● Strives to increase productivity</li><li>● Works quickly</li><li>● Achieves established goals</li></ul>	<p><u>Communication</u></p> <ul style="list-style-type: none"><li>● Expresses ideas and thoughts verbally</li><li>● Expresses ideas and thoughts in written form</li><li>● Exhibits good listening and comprehension</li><li>● Keeps others adequately informed</li><li>● Selects and uses appropriate communication methods</li></ul>