

Personnel Department Memorandum

JOB POSTING

POSITION: Warehouser

DEPARTMENT: Warehouse

SUPERVISOR: Jason Hemmis

HOURS/SHIFT: Full Time

Must be available
all shifts and weekends

PAY RATES: Trainee 1 \$12.65 (160 hour review)

DATE: 10/4/16

Trainee 2 \$15.00

Warehouser 1 \$17.70

Warehouser 2 \$19.80

Warehouser 3 \$21.30

Warehouse employees may progress through the above Pay/Classification scale by demonstrating a learned knowledge of the operation and a proficiency of the job. Similar to production, there is a training and qualification process. Progression through each level takes three to six months average, but is dependent upon each individual's abilities.

Job Summary:

- Supply plant with packaging and raw materials, remove finished goods and place in stock
- Loading and unloading trucks
- Safe operation of forklift truck in congested areas and stacking of pallets
- Perform transactions on computer

Essential Functions:

- Must be able to lift, carry, and stack 20-50 pound boxes repeatedly during the shift. Push or pull up to 100 lbs at times during the shift.
- Involves repetitive motion of hands and arms for extended periods of time and use of ladders.

Additional Responsibilities:

- Must be able to professionally interact with various department, customers, and carriers.
- Must be able to perform inventory tasks such as cycle counting and stock rotation.
- Must be able to learn operation and troubleshooting of robotic palletizers.

Qualifications:

- Must be at least 18 years old.
- Must possess (or be able to develop) a high degree of forklift operation skills
- Must have ability to work under time pressure and perform several tasks at the same time.
- Must be able to work well with numbers, keeping orderly and accurate records.
- Must be trainable to operate tractors and move trailers around yard and into truck bays.
- Must have basic computer operation skills.
- Prior warehouse experience preferred.

If interested in this position submit a "Job Opening Interest Form" (found outside office #233 at top of stairs) to the HR Department by October 14, 2016.