

# Personnel Department Memorandum

## JOB POSTING

POSITION: Warehouser

DEPARTMENT: Warehouse

SUPERVISOR: Jason Hemmis

HOURS/SHIFT: Temporary  
Must be available  
all shifts and weekends

PAY RATES:

<u>Trainee 1</u>	<u>\$12.65</u>	<u>(160 hour review)</u>
<u>Trainee 2</u>	<u>\$14.70</u>	
<u>Warehouser 1</u>	<u>\$17.35</u>	
<u>Warehouser 2</u>	<u>\$19.40</u>	
<u>Warehouser 3</u>	<u>\$20.90</u>	
<u>Foreman</u>	<u>\$21.95</u>	<u>(filled only when there is an opening)</u>

DATE: 02/18/16

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.

**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, an application can be downloaded on our website

([www.joycone.com](http://www.joycone.com)). Attn: HR Department, Joy Cone Co., 3435 Lamor Road, Hermitage, PA 16148. Deadline to turn in: March 4, 2016.