

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 \$12.40** (160 hour review)

DATE: **08/11/14**

Trainee 2 \$14.40

Warehouser 1 \$16.15

Warehouser 2 \$18.85

Warehouser 3 \$19.40

Foreman \$21.40 (filled only when there is an opening)

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.