

Warehouse Worker

George T. Sanders Company

SUMMARY

Stage, load, and unload finished product and raw materials. Stock and maintain warehouse inventory.

PRIMARY RESPONSIBILITIES

- Package finished product for shipping (shrink wrapping, boxing, labeling).
- Stage finished product for loading.
- Load finished product onto truck.
- Unload materials from truck.
- Move materials to warehouse storage.
- Move waste to dumpsters.
- Responsible for quality control.
- No damaged product is sent out.
- No damaged material is accepted in.
- Operate within standard operating procedures (SOPs) and Job Safety Analysis (JSAs).
- Operate forklift, Hysters, Cherry Pickers and trucks.
- Complete daily logs.
- Perform preventive maintenance (PM's) on forklift, truck.
- Communicate with operators from other shifts.
- Clean and maintain work area.
- Turn off and lock out equipment when not in use.

ADDITIONAL RESPONSIBILITIES

- Other Duties as assigned by the direct supervisor.
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KNOWLEDGE AND SKILL REQUIREMENTS

- Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
- Forklift certification and applicable state certification for truck operations.
- Manual dexterity required for operating equipment.

WORKING CONDITIONS

- Working conditions are normal for a Warehouse environment.
- Work involves frequent lifting of materials and product up to 50 pounds.
- Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, work boots, and gloves.
- Loose fitting clothes and jewelry are not permitted.
- Need to be able to withstand hot and cold environments.