



WAREHOUSEMAN SHIPPING OPERATOR

Division/Department: Warehouse
Shifts: AM/PM
Job title: Warehouseman Shipping Operator
Reports to: Warehouse Manager

Level/Grade: Operator	Type of Position <input checked="" type="checkbox"/> Full – time <input type="checkbox"/> Part – Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours ___40___/week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Purpose/ Scope of Position

Warehouseman Shipping Operator job consists of receiving products in a warehouse setting, keeping inventory, and assuring that products are shipped and distributed out of warehouse with correct quantity and quality.

Responsibilities/Duties (inclusive of but not limited to):

- Reads production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, and/or distributed.
- Oversees inbound and outbound shipping activities to ensure accuracy, completeness and conditions of shipments.
- Fills customer orders according to standard operating procedures.
- Inspects product to identify the cause of errors or other problems or defects.
- Performs preventive maintenance and make minor repairs within warehouse.
- Pulls and prepares product for shipment, ensuring that the exact number and type of product is loaded.



- Reads and verifies work entries to insure that all previous operations were completed and to verify product count and quality.
- Identifies materials by product code required for a sales order or inventory put away.
- Completes all requirements for shipping/packing/receiving paperwork and computer transactions and file paperwork.
- Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as type or product code.
- Cycle counting an inventory management.
- Safely loads and unloads inbound and outbound freight.
- Loads, unloads, moves, stacks and stages products and materials using a fork lift, pallet jack, clamp truck or other power equipment.
- Assists in maintaining the security of the warehouse by conducting operations in a manner which promotes safety.
- Maintains equipment by keeping it clean and safe, reporting service requests as needed.
- Maintain a safe, neat and orderly work area.
- Records amounts of materials or items received or distributed.
- Assists with physical inventories and cycle counts, ensuring proper stock rotation.
- Reports improper operation, defective materials and unusual conditions to supervisors.
- Follows and promotes all plant and regulatory policies and procedures.
- All other duties as assigned.

Physical Demands

While performing the essential functions of this job the employee is required to:

- Continuously (76%-100%) Talks, stands, walks, bends, goes up and down stairs.
- Frequently (51%-75%) Uses hands and fingers to handle or feel.
- Occasionally (25%-50%) lifts 26 to 100lbs.
- Rarely (1%-25%) balances, stoops, kneels or crawls.

Work Environment

This job takes place in a plant environment and in the outdoor elements year round. While performing the essential functions of this job exposure to the following elements occurs:

- Frequently (51% to75%) dry flat plant floors
- Occasionally (10% to 25%) work in high place on lifts or ladders, work with chemicals.
- Rarely (1% to 10%) work in extreme heat.

Personal Protective Equipment Needed

The use of PERSONAL PROTECTIVE EQUIPMENT as follows:

- When working indoors: need to wear plant captive clothing, hearing protection, safety glasses and slip resistant work shoes during your regular job in all areas of the plant.
- When working outdoors: need to wear outdoor clothing or coveralls and protective foot gear to cover plant captive clothing.



- When working with chemicals you will need to wear, safety goggles, face shield, rubber gloves and a chemical – resistant apron.

Job Hazard Assessment

The following are hazards that the employee may come in contact with while performing his/her job duties:

- The employee may work in a wet, dry, hot cool, cold, humid bright areas and/or conditions.
- The employee will be working on lifts and ladders at heights with protection.
- While performing light maintenance the employee may be exposed to sharp objects, hot objects, fumes from paint and supplies.

Education/Training

- High School Diploma or Equivalent
- Forklift training required
- Previous experience in a warehouse preferred

Skills

- Operate all department equipment per published/ current process specifications.
- Generally understand process requirements.
- Must be able to perform routine machine adjustments.
- Ability to learn new concepts, and be an active member of operating the department.
- Willing to work with others, collaborating and compromising where necessary; promptly share relevant information with others.
- Open to changing situations and is willing to perform all tasks when and where assigned.
- Reliable, responsible, and dependable, and fulfilling obligations.
- Pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Careful about detail and thorough in completing work tasks.
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Basic computer skills.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Ability to understand and follow directions as given.
- Ability to work with minimal supervision.
- Strong communication and interpersonal skills.
- Efficiency and time management skills.
- Ability to work under pressure.



Salary

- Starting at \$14.00/hr + \$1.00 Business Owner Incentive

Benefits

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting periods