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|  | **JOB DESCRIPTION** |

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| **TITLE:** | Material Handler |
| **FLSA:** | Hourly |
| **DEPARTMENT:** | Manufacturing |
| **REPORTS TO:** | Warehouse Manager |
| **EFFECTIVE DATE:** | 02/26/18 |

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| **Summary:** |
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| Responsible for all product flow. |
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| **eSSENTIAL duties and responsibilities:** |
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| 1. Perform daily fork lift inspections and complete inspection report.
2. Unloads inbound product.
3. Inspects boxes for damage.
4. Receive product into Elite WMS.
5. Sorts and stores material.
6. Moves materials to and from designated storage areas.
7. Delivers material to work areas using approved presentation methods.
8. Responsible for following FIFO procedures.
9. Move finished product from work cells and load onto delivery trailers.
10. Perform cycle counts to maintain inventory accuracy.
11. Works safely without presenting a direct threat to self or others.
12. Performs other related duties as assigned.
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| **SUPERVISORY RESPONSIBILITIES:** |
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| * No direct supervisory responsibilities.
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| **education and/or experience:** |
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| * High School Diploma or GED preferred, forklift experience preferred.
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| **skills DESIRED:** |
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| * Ability to read container labels and shipping paperwork.
* Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* Able to use scan guns and computer.
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| **certifications, licenses, registrations:** |
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| * Internal and 3rd party forklift certification.
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| **physical demands:** |
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| The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to handle product, tooling, drive, type, or write; reach with hands and arms; talk and hear. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee must demonstrate the ability to perform the above duties within their 90 day probationary period. The employee must demonstrate the ability to meet these physical demands within their 90 day probationary period. |
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| **Work environment and environmental conditions:** |
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| The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.The noise level in the work environment is usually low. Typical work environment is non-air conditioned with low amounts of dust, fumes, or vapors. Some exposure to physical risk. |
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| **APPROVAL** |  | **LAST REVIEW** |
| Dave Buschbacher |  | 02/26/18 |  | Shannon Farrington |  | 02/26/18 |
| General Manager |  | Date |  | Manager |  | Date |