



POSITION TITLE: WAREHOUSE TEAMMATE

Reports To: Warehouse Manager

Position Summary

Warehouse Personnel are responsible for performing various tasks related to the receipt, storage, and distribution of products and inventory in a safe, clean, organized, and efficient environment. This role requires attention to detail, physical stamina, and the ability to work effectively as part of a team.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- **Receiving and Unloading:** Receive incoming shipments, inspect them for damage, and verify quantities accurately. Safely unload goods from trucks and containers using appropriate equipment such as forklifts, pallet jacks, or hand trucks.
- **Inventory Management:** Accurately record and label received products. Organize and store goods in designated warehouse locations, ensuring proper organization and adherence to inventory management systems. Assist on Cycle Counts.
- **Picking and Packing:** Fulfill customer orders by picking items from inventory, packing them securely, and preparing them for shipment. Ensure accuracy in item selection and order completeness.
- **Quality Control:** Conduct regular quality checks on products to identify damaged or defective items. Report any issues to supervisors and follow established procedures for handling discrepancies.
- **Shipping and Loading:** Prepare and label outgoing shipments, ensuring they meet customer requirements and shipping regulations. Load trucks or containers with packages, ensuring proper weight distribution and securing loads.
- **Safety and Compliance:** Adhere to safety guidelines and best practices, including the safe operation of warehouse equipment and usage of proper PPE. Follow all company policies, SOP's, and procedures related to safety, security, and compliance.
- **6S:** Maintain a clean and organized warehouse environment. Sweep, clean, and perform general maintenance tasks as required.

- **Team Collaboration:** Work collaboratively with colleagues to achieve daily warehouse goals and objectives. Communicate effectively with other leaders and team members. Coordinate with connecting departments, like production and logistics, to ensure a seamless workflow that meets the needs of the team as a whole.
- **Documentation:** Keep accurate records of all warehouse activities, including receiving, shipping, and inventory counts. Input data into computer systems or databases daily as required- including but not limited to Amper, Mysis, Salesforce, and data tracking spreadsheets.
- **Physical Work Support:** Assisting all employees/departments with lifting, moving, organizing inventory
- Other duties as assigned

Qualifications:

- Physical stamina and ability to lift heavy objects and perform repetitive tasks.
- Attention to detail and accuracy in inventory management.
- Willingness to work in a fast-paced, physically demanding environment.
- Knowledge of safety and workplace regulations.
- Alignment with company core values including integrity, a desire to grow and achieve your personal best
- Forklift certification and applicable state certification for truck.
- Good oral and written communication skills
- Manual dexterity required for operating machinery
- Ability to work as a team player and meet deadlines

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. While performing the duties of this job, the employee is exposed to plant environment to include moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The use of safety equipment to include but not limited to; eye safety glasses, hearing

protectors, and work boots. Loose fitting clothes and jewelry are not permitted. The noise level in the work environment is usually moderate to high.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____

Name (print): _____

Title: _____

Date: _____

Received and accepted by

Signature: _____

Name (print): _____

Title: _____

Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

