



Position Description: **Warehouse Technician**

Immediate Supervisor: **Warehouse Team Leader**

Job Summary:

The Warehouse Technician will perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, ~~packing and~~ shipping orders, or managing, organizing and retrieving stock in the warehouse.

Supervisory Responsibilities: *None*

Duties/Responsibilities:

- Assist shipping and receiving unloading trucks and checking in materials
- Prepares orders by processing requests and supply orders; pulling materials.
- Sort and place materials or items on racks, shelves or in bins according to organizational standards
- Open bales, crates and other containers
- Maintains inventory controls by collecting stock location orders, recording amounts of materials or items received or distributed. May also assist in counting of physical inventory
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
- Operates Forklift.
- Wear the proper safety equipment
- Understands and follows Job Safety Analysis for this position.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Strong verbal and written communication skills.
- Ability to remain organized.
- Basic understanding of records, inventories, and other routine documentation used in the warehouse.

Education and Experience:

- High School diploma or equivalent preferred
- 1-2 yrs previous warehouse experience preferred
- Good communication, organizational, time management mathematical skills
- Dependable and Reliable
- Inventory, Equipment maintenance, data entry and computer skills may be required

Physical Requirements			
N (Not Applicable)	Activity is not applicable to this occupation.		
O (Occasionally)	Occupation requires this activity up to 33% of the time (0- 2.5+ hours/day)		
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hours/day)		
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hours/day)		
Physical Abilities		Push / Pull	Lift / Carry
Stand.....	C Reach above shoulder... C	≤ 12 lbs..... C	≤ 10 lbs..... C
Walk.....	C Climb..... O	13-25 lbs..... C	11-25 lbs..... C
Sit.....	O Crawl..... N	26-40 lbs..... C	26-56 lbs..... C
Hands/fingers	C Squat or kneel..... F	41-100 lbs..... C	57-100 lbs..... N
Reach outward.....	C Bend..... C		> 100 lbs..... N

By signing below I acknowledge and understand the requirements of the position as listed above.

Signature Date

Print Name