



OPERATOR (WH&LOGISTICS) JOB DESCRIPTION

Issue Date: 6/1/15	Prepared and Issued By: Director Human Resources
Department: Operations	Job Status: Full Time or Seasonal
FLSA Status: Non Exempt	Reports To: Supervisor (WH&Logistics)
Grade/Level: High School Diploma	Amount of Travel Required: None
Work Schedule: Varies	Position Supervised: None

POSITION SUMMARY

Operators in the Warehouse & Logistics division are responsible for a variety of daily tasks around the warehouse. You will be working in a fast paced environment and your efficiency, accuracy and safety will be imperative in this position. Responsibilities include; daily receiving, organizing, repairing and shipping of product ready for client production lines. This position reports directly to the Supervisor, but is lead by the Lead Operator to complete all daily duties as assigned.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Prepare containers for shipment, including sequencing, using shrink-wrap and banding ensuring proper packing, and accurate labeling.
- Follow instructions from Lead as to shipping requirements and customer requests.
- Tagging of inventory in the warehouse as it comes in and assigning ASN's.
- Maintain quality in the warehouse and keep track of all damaged product, repairing it, and reporting any discrepancies to the Lead or Supervisor.
- Maintaining and servicing of warehouse equipment as assigned, including weekly cleaning of equipment.
- Ensure cleanliness and safety in your workspace and the warehouse, following all safety regulations
- Adhere to all company policies and processes.
- Some computer work such as entering data may be required, including inputting data into scanners.
- On occasion you may fill in for the forklift driver to load and unload product and containers from daily truck deliveries efficiently and organizing it correctly within the warehouse using the FIFO system.



- Ensure safety and accuracy when driving the forklift.
- Perform other duties or responsibilities as required or assigned by management.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Adaptability - Ability to adapt to change in the workplace.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.

SKILLS & ABILITIES

Education: High School Diploma Level, or two (2) year trade certification.

Experience: Two (2) years experience in related industry. Preferred background in manufacturing, assembly line, shipping/receiving, warehousing or logistics.

Computer Skills: Experience with some computer systems such as RF Scan guns, Microsoft Office (Excel) & Email. Ability to learn other computer applications including warehousing inventory systems and tablet applications.

Certificates & Licenses: Forklift certification (preferred, not required)

Other Requirements: n.a

PHYSICAL DEMANDS

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)

Climb	N (Not Applicable)
Crawl	O (Occasionally)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)



Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	O (Occasionally)
Over 100 lbs	N (Not Applicable)

Push/Pull

50 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	O (Occasionally)

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+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

- Must be able to wear required safety wear, such as steel-toed shoes and safety glasses.
- Must be able to stand and work on feet for up to 10 hours per day.
- Must be able to repetitively lift between 10 – 20 lbs for up to 8 hours per day.
- Must be able to work in and around warehouses and manufacturing lines in varying temperatures of 50 degrees to 100 degrees, including but not limited to loud machinery and dust.

WORK ENVIRONMENT

- Working in varying levels of comfort inside client facilities
- Normal office expose to noise, stress, and disruptions.
- Regularly works in and around noise, dust, heat in warehouses and factory floors.

PRODUCTION ASSOCIATE (WAREHOUSING) JOB DESCRIPTION SIGN OFF:

Employee Name: _____

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by



supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

REVISION LOG:

Issue Date	Change
6/1/15	Initial Release