

JOB DESCRIPTION

Job Title: Material Handler
Department: Warehouse
Reports To: Warehouse Supervisor
FLSA Class: Non-Exempt
Pay Type: Hourly

I have received my job description and understand that I will be evaluated on the requirements set forth therein.

Signature: _____

Date: _____

SUMMARY

Under minimal supervision, load, unload, and move materials within or near yard, shop, and/or warehouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following; however, other duties may apply.)

- Follows written and oral instructions as given.
- Operate loading and unloading equipment (fork truck, pallet jack, hand, etc.) in a safe and responsible manner.
- Verifies material receipts against vendor pack lists by physical count by sight and/or measurement. Verify and/or report conditions of all received product.
- Turns paperwork into receiving personnel, noting any discrepancies as found.
- Stages material receipts in designated area(s) for proper identification labeling prior to movement to storage racks, saw, or shop areas. Stores items based on turnover, environmental factors, and physical capabilities of facilities.
- Pull job materials via job pick for work orders. Electronically move materials via hand scanner.
- Remove chip materials from shop area to scrap bins as needed.
- Move finished jobs from shop to warehouse receiving area as needed.
- Keep yard areas clean, organized and free of trash and clutter.
- Detail oriented.
- Provide courteous and professional service during customer or vendor interactions.
- Verify inventory computations through cycle counts by comparing them to physical counts of stock, and investigating discrepancies as required.
- Ensure all Foreign Trade Zone security and procedures are followed and enforced.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily.

EDUCATION and/or EXPERIENCE

- 1+ Years previous forklift experience (sit-down type: Class I, IV, V, or VII) in a similar warehouse or shop environment.
- High school diploma or GED required

LANGUAGE SKILLS

Effectively communicate and understand job instructions both verbally and written in the English language.

MATHEMATICAL SKILLS

Ability to perform basic mathematical computations.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions.

PHYSICAL DEMANDS

Ability to move or transfer products with a fork truck, pallet jack or by hand. Ability to lift 50 lbs. when required. While performing the duties of the job, the employee is regularly required to stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Ability to tolerate possible extreme outdoor temperatures and/or elements such as wind, dirt, snow, or rain.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.