



Job Description

Job Title: General Warehouse
Reports to: Supervisor/Manager

Department: All
FLSA Status: Non-Exempt

Summary: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

Essential Functions:

- Ability to communicate well with internal customers and management.
- Ability to follow detailed instructions/detailed oriented.
- Ability to use electronic devices such as tablets, radios, scanners, etc.
- Basic math skills, ability to count, add, and subtract numbers quickly and accurately.
- Adhere to all safety policies and procedures and support safety programs.
- Able to comprehend oral and written communication skills to effectively read labels, tickets and other product documentation.
- Become proficient with Warehouse Management Systems, RF and Voice directed picking.
- Performs assigned general housekeeping duties.
- Report all accidents, injuries, near misses and hazardous conditions immediately to ReaderLink management.
- Process inbound and outbound shipments as needed.
- Assists in other facets of production as needed and works at different workstations as production needs require.
- Conducts assigned work in a safe manner and adheres to safety methods.
- Ability to work with minimal supervision in a fast-paced distribution environment.
- Dependable and flexible when work is required in other areas production.
- Demonstrates ability to meet production standards on specific assignments within required time frames.
- Demonstrate quality and accuracy when performing assigned material handling functions.
- Move product by hand or with manual pallet jack to/from Production areas. ·
- Move materials to and from loading docks, delivery trucks, storage areas, and order processing areas.
- Other duties as assigned

Qualifications:

- One year general warehouse/material handler experience preferred but not necessary.

Physical Requirements: The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee:

- Must be able to stand and walk up 8 to 10 hours a day.
- Must be able repetitively reach up and out.
- Must be able push/pull up to 25 pounds repeatedly and occasionally push/pull up to 75 Lbs.
- Will frequently lift up to 50 Lbs. and occasionally up to 75 Lbs.

Competencies:

- Safety – Actively participate in all Company and Departmental safety objectives to reduce safety incidents, take personal responsibility for safety and report injuries and safety incidents immediately.
- Action Oriented – Work with a sense of urgency, high energy, and enthusiasm.
- Collaborates – Building partnerships and working collaboratively with others to meet department and company objectives.
- Decision Quality – Making competent and timely decisions that meet or exceed organizational goals and objectives.
- Optimize Work Processes – Understanding and compliance to all standard operating procedures within your department with a laser focus on continuous improvement.
- Situational Adaptability – Adapting approach and demeanor in real time to match the shifting demands of work volumes.
- Common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several variables in standardized situations.
- Ability to apply situational awareness to identify hazardous situations.
- Situational Adaptability – Adapting approach and demeanor in real time to match the shifting demands of work volumes.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The work performed is in a high-volume distribution center environment.
- The employee is frequently exposed to vibrations, dust and will be working around moving machinery.
- The noise level in the work environment is usually moderate at low decibels.
- Must be able to work in a fast-paced team environment.