

Delivering Peace of MindSM

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JOB TITLE: LOGISTICS WAREHOUSE HELPER

Exempt: (Y/N): Non-Exempt	Job Code:
Salary Level:	DOT Code:
Shift: FT	Division:
Location: Phoenix, AZ	Department: Logistics
Employee Name:	Supervisor: Logistics Warehouse Manager
Prepared by: Stacia Pitcher	Date: 3/19/2018
Approved by: Agustin Salinas	Date: 3/19/2018

SUMMARY

Receives, stores, and distributes material, tools, equipment, and products within establishments by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Reads customer order, work order, shipping order, or requisition to determine items to be gathered or distributed.
- Conveys materials and items from receiving or production areas to storage or to other designated areas
- Stores goods into designated containers & locations.
- Fills requisitions, work orders, or requests for materials, tools, or other stock items and distributes items to customers, vendors, and haulers.
- Assembles customer orders from racking and prepares orders for delivery out.
- Assist in receiving product into warehouse.
- Uses handheld RF scanners to enter & remove goods in warehouse management system.
- Records amounts of materials or items received or distributed.
- Maintain warehouse free from trash and comply with safety and OSHA standards.
- Operates forklift loading and unloading racks and trailers.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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QUALIFICATIONS

Must possess and maintain a current forklift certification, if operating forklift at any time.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization in English.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of warehouse management systems. Windfall experience is preferred but not required.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

I have read and understand the above job description and understand that additional duties and responsibilities may be assigned.

Employee Name

Date

Supervisor

Date

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