

1/16/2023

Job Description Warehouse Lead

SUMMARY

Responsible for coordinating and overseeing all warehouse activities on a daily basis, including receiving, storing, picking, replenishment, assembly of orders and tracking inventory through the use of the Reichel bar-coding system in addition to helping keep a clean safe audit ready warehouse every day. If absent, the Warehouse Supervisor or another trained Warehouse employee will cover these responsibilities.

PRIMARY RESPONSIBILITIES

1. Coordinates and oversees the efficient and safe loading and unloading of goods with the use of both physical and mechanical devices
2. Completes finished product inventories on a frequent basis to ensure proper FIFO/FEFO is followed
3. Completes a morning raw product inventory for the procurement department before the start of any production
4. Conducts and documents the morning trailer inventory of the drop trailers
5. Helps to set up monthly inventories to ensure that there are no discrepancies between physical and electronic inventories
6. Ensures that all company policies are followed
7. Supervises the operations of the warehouse team to achieve objectives
8. Communicates with the production, procurement and logistics departments to ensure achievement of goals
9. Communicates with outside carriers to schedule inbound and outbound loading/unloading times for products
10. Completes all necessary records accurately and in a timely manner
11. Ensures the integrity of inventory, assists in cycle counts and annual physical inventory
12. Helps to train new employees
13. Other duties as assigned by the Warehouse Supervisor and Warehouse Manager

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

Work condition includes bending, frequent movement along with lifting/stacking up to 50lbs throughout the day and standing for long periods of time in temperature that are continuously under 50 degrees. This position can also include pushing or pulling up to 2000lbs on pallet jacks. May be required to work an occasional Saturday and/or Sunday as needed.

JOB REQUIREMENTS

English literacy, good written and oral communication skills, basic math skills (multiplication/addition/subtraction/division).

EQUIPMENT/MACHINERY USED

Forklift, pallet jack, safety knife, WOW computer, and scanner.

TRAINING REQUIREMENTS

1/16/2023

New Employee Orientation, Warehouse New Employee Training Checklist (WH0014FO) and on the job training.

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Darrius L
Employee Printed Name

Darrius L
Employee Signature

1-16-23
Date

[Signature]
Supervisor Signature