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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.

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

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

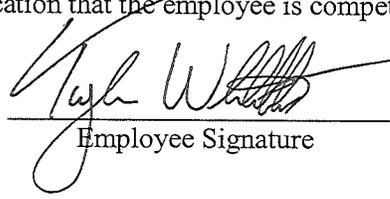
EQUIPMENT AND MACHINERY USED

Office equipment, barcode scanners, forklifts and pallet jacks, shop truck fuel pump.

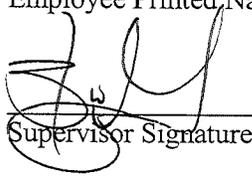
SIGNATURES

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.

Tyler Whitlock
Employee Printed Name


Employee Signature

6-21-17
Date


Supervisor Signature

Job Description Distribution Center Warehouse Worker

SUMMARY

Duties include shipping, receiving, bar-coding and physical product sorting/stacking. Other duties include transferring of goods from the Distribution Center Warehouse to the main plant by use of both mechanical and physical devices.

PRIMARY RESPONSIBILITIES

1. Efficient and safe loading and unloading of goods using forklifts, pallet jacks and bar-coding instruments.
2. Ensures both equipment and facilities are kept above standard by completing daily and weekly checklists.
3. Completes inventory cycle counts as required through the use of the bar-coding network along with physical counts.
4. Stores raw materials and ingredients in designated areas segregated by allergens and use by dates.
5. Completes Forklift Operators Daily Checklist for all forklifts at the start of each shift.(SF0001FO)
6. Completes shipping and receiving paperwork as outlined in company policies and sends paperwork to office personnel at the end of each shift. (WH0001PR, WH0004FO, WH0009WI).
7. Assembles raw material orders to be shipped to the plant by physically stacking items that weigh up to but not to exceed 50lbs on a continuous basis.
8. Completes Reichel product inventory as needed.
9. Maintains a clean and safe warehouse at all times.
10. Other duties as assigned by the Warehouse Supervisor or Warehouse Manager.

PHYSICAL ENVIRONMENT

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EQUIPMENT/MACHINERY USED

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TRAINING REQUIREMENTS

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SIGNATURES

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Tyler Whitlock
Employee Printed Name

Employee Signature

7-1-14
Date

Supervisor Signature

7/13/2016

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Tyler

Job Description Distribution Center Warehouse Worker

SUMMARY

Duties include shipping, receiving, bar-coding and physical product sorting/stacking. Other duties include transferring of goods from the Distribution Center Warehouse to the main plant by use of both mechanical and physical devices. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Efficient and safe loading and unloading of goods using forklifts, pallet jacks and bar-coding instruments.
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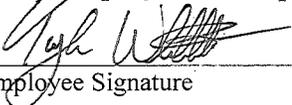
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SIGNATURES

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Tyler Whitlock
Employee Printed Name


Employee Signature

8/2/16
Date


Supervisor Signature