

Position: Warehouse Crew
FLSA Status: Nonexempt
Reports to: Backhouse Manager

Job Summary:

Perform an array of functions that may include receiving and processing shipments, picking and filling orders from stock, packing and shipping orders, or organizing and retrieving stock in the warehouse.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Assist shipping and receiving unloading trucks and checking in items.
- Prepares orders by processing requests and supply orders; pulling materials; packing; placing orders in the delivery area. (Shipping)
- Sort and place and stock materials and finished goods on racks, shelves or in bins according to organizational standards.
- Open bales, crates and other containers.
- Maintains inventory controls by collecting stock location orders, printing requests, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory.
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times.
- Demonstrate behaviors consistent with our Core Values of Adapt and Evolve, No Free Ride, and Actions Speak Louder Than Words.

Required Skills/Abilities:

- Good communication, organizational, time management and mathematical skills.
- Dependable and Reliable.
- Stays on task to ensure orders go out in a timely manner.
- Inventory, Equipment maintenance, data entry and computer skills.
- Keen attention to detail to minimize mis-ships.

Education and Experience:

- High School diploma or equivalent preferred
- 1-2 yrs previous warehouse experience preferred

Physical Requirements:

- Regularly lift and/or move objects 10-50lbs occasionally lift and/or move objects that weigh more than 100 lbs.
- Frequently required to stand, walk, stoop, kneel, or crouch.