

## 1.0 SUMMARY

The Warehouse Worker provides Fond du Lac Bumper Exchange, Inc. (FdLBEX) with efficient and organized receipt, storage, handling, and control of inventory.

## 2.0 REPORTING RELATIONSHIPS

- 2.1 The Warehouse Worker reports to the Distribution Supervisor.
- 2.2 No one reports to the Warehouse Worker.

## 3.0 REQUIREMENTS

	Required	Preferred
3.1. <u>Education</u>	High School or HSED.	Selected courses in warehouse operations.
3.2. <u>Experience</u>	None.	a. Clean driving record. b. 3 years of experience in general warehousing, shipping, receiving, and inventory control, including forklift operations.
3.3. <u>Skills, Knowledge, and Abilities</u>	Must be able to operate basic equipment (PC, scanner, forklift, pallet jack, material handling carts) as required for the performance of the Essential Functions of this position.	
3.4. <u>Physical</u>	Body Positions: Standing, sitting, climbing, walking, crouching, and stooping.  Body Movements: Standing, climbing, & walking for long periods; squatting, crouching, etc., including full range usage of arms, legs and hands, reaching overhead, above the shoulders and horizontally, bending at the waist and stooping, kneeling, or crouching. Must be able to lift and/or carry 75 pounds.  Body senses: Use of all bodily senses. Must be able to see (20/20 vision with glasses, 20/200 without) and hear (with mechanical assistance if necessary) sufficient to understand and comprehend individuals in one-on-one conversations or on the telephone.	

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.

3.5. Mental

Must be able to read, write, and speak English fluently.

Must be able to perform basic arithmetic functions at least at the high school level. Must be good with numbers.

Must be able to work under time pressures, set priorities, and meet deadlines.

3.6. Social

Must be able to work with others in a team atmosphere.

#### 4.0 WORKING CONDITIONS

Work area is inside and outside of a warehouse and office, where conditions can be hot, cold, wet, dusty, and/or greasy, etc. Work is also out doors for occasional periods of time.

#### 5.0 RESPONSIBILITIES

The Warehouse Worker is responsible for:

5.1 Safe manner of all operations performed.

Measurements: Number of work related injuries.  
Any incidents of unsafe vehicle or equipment operation.

5.2 Accuracy of all transactions performed, including physical movements of inventory and paperwork.

Measurements: Number of errors when performing warehouse tasks.

5.3 Physical inventory handling and damage.

Measurements: Amount of inventory damaged.

5.4 Performing general responsibilities of FdLBEX employees as assigned by the Company's policies and procedures.

5.5 Performing any other related or unrelated, unassigned, unspecified, unusual or special duty the Distribution Supervisor may assign from time to time.

**6.0 TASKS AND DUTIES**

See Task and Duty List attached.

**7.0 ACKNOWLEDGMENTS AND APPROVALS**

I have reviewed and understand the above job description and believe it to be accurate and complete. I understand that management retains the right to change this job description at any time.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Distribution Supervisor

\_\_\_\_\_  
Date



#	WORK TO BE PERFORMED	8am	9am	10am	11am	12am	1pm	2pm	3pm	4pm
14	Conduct inventory counts.									
15	Assist in getting vehicles to and from repair facilities (as required).									
16	Truck maintenance requirements (keeping oil & windshield wiper fluid in stock).									
17	Straighten and organize inventory on shelves.									
18	Observe all proper safety precautions while involved in spills & cleanup of hazardous materials.									
19	Sweep floors.									
20	Collection of garbage and recycled paper.									
21	Building Maintenance: _____ Snow shoveling front walks & area in front of warehouse overhead & walk doors. Ensure that sidewalks are salted. _____ Maintain paper and clothe towels and toilet paper in both restrooms. _____ Replace florescent bulbs throughout the building. _____ Replace ventilation filters; check every 3 months.									
22	Make notations on chart when supplies are taken from the Supply room.									
23	Perform other responsibilities as assigned by the Distribution Supervisor.									
24										
25										
26										

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_