

Schilling Supply Company

Job Description	
Position Title:	Warehouse Outbound Level 1
Reports To:	Warehouse Supervisor
Position Objective:	Accurately pull orders and arrange product on pallets for safe delivery
FLSA Status:	Non-Exempt

Position Qualifications	
Education:	High school degree preferred.
Experience:	Some positions may require certification to operate powered material handling equipment
Other Related Criteria:	Must be of good physical health as there is a lot of lifting required. Math skills are needed. Attention to detail and accuracy is essential. Possess' the ability to recognize problems, collect data and resolve conflicts. Should have good oral communication skills.

Scope of Position
This position interacts with Schilling Supply Company employees.

Responsibilities
<ol style="list-style-type: none">1. Accurately pull orders and arrange on pallets for safe delivery.2. Clean warehouse3. Check pallets, wrap and prepare for loading

Duties and Expected Standards of Achievement
Responsibility: Warehouse Outbound Level 1
Duties must be performed timely, accurately, and in a professional manner.
Duties
Accurately pull orders from picking tickets, marking them accordingly, label product and arrange on pallets for safe delivery. Leave at staging area. One to two people will be selected nightly to check the pallets for any possible errors. The pallets will then be wrapped and loaded on to the appropriate truck in the correct sequence
Put all return merchandise away in correct bin locations
Follow all safety guidelines and rules, lifting product correctly and using all equipment only as intended
Sweep and clean warehouse as scheduled
Communicates with their supervisor any questions or concerns so orders can be filled and sent out correctly the first time
Fill slots as needed
Daily reposition inventory that is in the wrong slot
Pick up and maintain litter for general cleanliness of the warehouse
Break down cardboard boxes and compact cardboard and plastic
Notify supervisor of any safety concerns
Repair damaged merchandise or fill out correct paperwork.
In addition to the duties listed there are a variety of other duties that fall under this position. They include but are not limited to: clean warehouse restrooms; empty waste baskets throughout the entire building, mow lawn, yard work, shovel snow, sweep outside loading docks; prepare warehouse for year end inventory and participate in taking year end inventory; changing light bulbs, help move furniture or office equipment as needed; other routine jobs assigned by supervisor, etc.
Maintains and builds strong communication skills

Summary of Physical Sensory and Environmental Requirements Needed to Perform Essential Job Duties

Job Title: Warehouse Outbound Level 1

A. Physical Requirements	Explanation
Lifting Up to 100 lbs. 20% of the time and up to 50 lbs. 100% of the time	Following proper lifting procedures
Carrying Up to 100 lbs.	Following proper lifting procedures
Pushing/Pulling Up to 200 lbs.	With the aid of pallet jack
Use of Equipment (Machine, tools)	Powered Material Handling Equipment certified and hand cart.

	Continuously 67-100%	Frequently 34-67%	Occasionally 1-33%	Not At All 0%	Explanation
Sitting			X		
Standing	X				
Walking	X				
Bending		X			
Stooping		X			
Crawling			X		
Climbing			X		
Reaching Above Head		X			
Grasping: a. One Hand b. Both Hands	X X				
Fine Manipulating: a. One Hand b. Both Hands		X X			
Keyboard / Mouse			X		

B. Environmental Requirements

	Continuously 67-100%	Frequently 34-66%	Occasionally 1-33%	Not At All 0%	Explanation
Exposed to Marked Changes in Temperature			X		
Outside Work			X		
Exposure to dust, fumes, odors, water, etc.	X				
Exposure to biological, Mechanical, Electrical and/or chemical hazards	X				
Normal inside environment		X			

C. Sensory Requirements

	Necessary	Not Necessary	Explanation
Eyesight			
a. Normal/Corrected	X		
b. Close Eye Work	X		
c. Other			
Hearing			
a. Normal Tones	X		
b. Soft Tones	X		
c. Other			
Distinguish Smells	X		
Distinguish Temperatures By:			
a. Touch		X	
b. Proximity		X	

D. Additional Comments
Must pass the test for Hazardous training program (SDS)

Signature of Employee		Date	
Signature of Manager		Date	

Requirements set out above are the minimum levels of skill, knowledge, and abilities to qualify for a position. Where appropriate, the Company may offer possible modifications to reasonably accommodate an individual who cannot perform the essential functions of a job, as long as that reasonable accommodation does not pose an undue hardship to the Company or pose a direct threat or significant risk to the health and safety of the employee or to others.

NOTHING CONTAINED IN THIS JOB DESCRIPTION CREATES AN EMPLOYMENT CONTRACT OR IN ANY WAY ALTERS THE EMPLOYEE'S STATUS AS AN EMPLOYEE AT-WILL.

All employees of Schilling Supply Company are employed for no specific duration of time and can resign their employment or be terminated at any time with or without notice.