



JOB DESCRIPTION

Warehouse Support Leader

Purpose: A Warehouse Support Leader performs all tasks involved in the organizing and retrieving of raw materials for manufacturing in a safe and efficient manner.

Essential Functions:

- Report to work on time and in accordance with all applicable attendance policies
- Maintain good relationships; be approachable
- Maintain safe work practices and an organized workspace
- Operate forklift and maintain certification
- Use basic computer skills to retrieve and create information
- Use an optical scanner and tablet to record the quantity and location of materials
- Put away and retrieve raw materials in traceable locations
- Locate frequently requested material in more accessible locations
- Fulfill requisitions from multiple departments and place in designated areas
- Use FIFO method to manage partial package inventory quantities
- Accept constructive feedback and adjust practices
- Keep direct supervisor informed
- Abide by Employee Handbook and policies which may be implemented from time to time and immediately report any violations of the same by others

Reasonable accommodations may be provided to qualified individuals with disabilities in accordance with applicable federal and state law.

Required Traits:

- Integrity
- Treat Employees with Respect
- Attention to Detail

Competencies:

- Inventory Management
- Organization
- Forklift Certification
- Collaborate
- Find a Better Way
- Learn and Grow

Reports to: Warehouse & Maintenance Supervisor

Position Type: Non-Exempt

Work Environment: Employee is occasionally exposed to excess noise or vibration; dust, fumes, gases, smoke, or other irritating substances; solvents or chemicals. Employee is occasionally required to work with hot or cold substances.

Physical Demands: Employee is continuously required to use fingers and hands to grasp, handle, push, reach, or feel; exercise close vision and ability to adjust focus; exercise color vision and depth perception. Employee is frequently required to stand, sit, and walk; exercise distance and peripheral vision; talk and hear; use foot controls; lift and/or move up to 25 pounds. Employee is occasionally required to stoop, kneel, or crouch; lift and/or move up to 40 pounds.

Required Education: Basic math and reading comprehension skills

Required Experience: None Required

Other Duties: This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities required. Duties, responsibilities and activities may change or be assigned within discretion of management.

Effective: April 19, 2021

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