

Park Supply Company

Job Title:	Warehouse General Handler	Department/Group:	Warehouse
Level/Salary Range:	Hourly	Position Type:	Full-Time
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>As a Warehouse Associate, you'll be operating material handling equipment to move product within the warehouse. Safety is our utmost priority so, in this role, we will look to you to ensure safe work practices and embrace our safety culture.</p> <p>In this role, you'll be lifting, lowering, and carrying product in a fast-paced environment. Stacking empty pallets and maintaining a safe and clean workspace by clean and sweep work area and remove trash as you go. You will maintain receiving locations by cutting product open and placing product in primary locations.</p> <p>You will be essential to the success of our Supply Chain as we deliver to our customers. To ensure success in this position you will need to perform to a high level of accuracy.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Assures inventory transactions are accurate and timely utilizing a handheld RF scanner. • Utilizes a forklift to maneuver parts/materials in the area. • Properly completes administrative entries associated with material movements such as pull sheets and other operations forms. • Assist customers picking up orders in Pipe yard and back yard. Perform quality checks to identify and replace damaged materials and that customer orders are accurate according to size, color, quantity. • Demonstrate enhanced trouble shooting skills within their assigned process. • Ability to handle multi-task assignments. • Able to work with minimal supervision and deal with problems involving several variables in standardized situations while performing tasks that may require multiple steps. • Manually load and unload freight in an efficient and safe manner. • Assist in the warehouse or showroom if needed. • Carry out loading and unloading of material orders and shipment as needed. • Ensuring work areas are kept clean, neat, and well-organized. • Taking inventory and reporting shortages to supervisor. • Complying with OSHA and other health and safety policies when performing assignments. • All other reasonable duties as assigned by management. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High school diploma, GED, or suitable equivalent. 1+ years' work experience in a similar role. Excellent verbal communication skills. Ability to work harmoniously with diverse range of people. Proficient with using tools required for this position. Physically agile and dexterous. Proficient organizational skills.</p>			
Approved By:		Date:	
Last Updated By:		Date/Time:	