



## Job Description

**Job Title:** Warehouse Worker      **Reports to:** General Manager  
**FLSA Status:** Non-Exempt/Hourly      **Revised:** March 2023

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### SUMMARY:

The position of Warehouse Worker has primarily responsibility for the shipping and receiving functions of the Company, as well as all other warehouse duties to include general maintenance, inventory, safety and general labor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Package, ship, and receive products in the most cost efficient and timely manner using services such as FedEx, UPS and/or USPS
- Verify accuracy of orders coming into and leaving the Company
- Inspect manufactured products to assure quality and count
- Process and enter information in computer system for purposes of shipping, receiving and inventory
- Maintain accurate product inventory. Notify Mgr of Operations, Technical Support & Sales of discrepancies or low inventory levels
- Perform preventative maintenance on machines to ensure smooth and optimal operations at all times. Notify Mgr of Operations, Technical Support & Sales when specialized maintenance or repair is needed
- Perform product maintenance and sampling related to product quality
- Follow safety maintenance procedures and safety protocols at all times
- Operate a forklift in order to safely move product around the warehouse
- Clean and maintain warehouse area
- General labor, which may also include set-up or take-down of displays at trade shows
- Other duties as assigned

### QUALIFICATIONS:

- High School diploma or equivalent
- Basic reading, writing and math skills required
- Basic knowledge of Microsoft Office products, internet and email systems
- Experience with shipping software platforms for national and international shipping
- Ability to effectively manage time and multiple priorities
- Ability to prioritize tasks and follow up with supervisors on completion of tasks

**QUALIFICATIONS (cont.)**

- Prior warehouse experience preferred
- Ability to safely work with machinery and power equipment
- Experience with or able to learn to drive a forklift
- Excellent attention to detail

**PHYSICAL REQUIREMENTS:**

*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.*

- Manual dexterity required for operating machinery and manipulating keys on a keyboard
- Ability to lift, push, and pull up to 75 pounds
- Ability to effectively communicate with others and to efficiently and accurately process work
- Physical conditioning to sit, stand and walk for extended periods of time
- Ability to read and interpret small print
- Ability to hear in order to effectively communicate in person and over the phone

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*I understand that this job description is intended to convey the general nature and information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, duties, responsibilities or working conditions associated with this position. The requirements of this position may change or I may be asked to perform other duties as required.*

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Employee Name (Print)

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Date

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Employee Signature