

Department: Inventory/Warehouse

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: Manufacturing Group Leader

Work Schedule: Mon-Thurs
Some scheduled Fridays

Positions Supervised: N/A

Amount of Travel Required: N/A

POSITION SUMMARY

Supplies the production line with material by driving an industrial truck equipped with lifting devices such as forklift and pallet jack. Equipment is used to lift, stack, tier, or move products, equipment, or materials. Also responsible for cycle counting of raw materials and inventory transactions.

- Operate industrial lifting equipment to move various materials around the warehouse in a safe manner. Equipment to be used includes stand-up forklift, sit-down forklift, and scissor lift.
- Ensure proper fork placement and load balance when moving any materials, especially euro crates of cast iron
- Anticipate the needs of production workers and promptly supply them with necessary materials.
- Ensure that materials are put away in their proper home and help to keep the shop clean
- Maintain material stores, warehouses, and POU areas.
- Cycle count of raw materials on a regular basis as determined by Scheduler
- Perform all necessary scrap and quarantine transactions and log all transactions into the scrap/RTV tracker
- Report completed quantity of parts to their respective jobs and close jobs as needed daily
- Assist with unloading, labeling, and putting away incoming carcass deliveries
- Monitor our stock of euro pallets and collars and request export container when needed
- Participate in yearly inventory audit
- Work cooperatively with coworkers/departments
- Meet attendance expectations
- Participate in Jøtul Idea System
- Practice “Lean” processes unique to position
- Adhere to all safety guidelines and actively participate in required programs such as ergonomic evaluations

and daily stretch breaks

- Provide customer service for all internal and external customers
- Perform other duties as assigned

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Communication (written and verbal) - Ability to communicate effectively with others using spoken and written word.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Judgment - The ability to formulate a sound decision using the available information.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

High School Graduate or General Education Degree (GED)

Experience

Minimum three months related experience and/or training

SKILLS & ABILITIES

Computer Skills

Experience with Outlook, Excel, and other company specific software packages where appropriate. Epicor, Pro and TIW are a plus

Certificates & Licenses

A valid fork truck license is desired or will train.

PHYSICAL DEMANDS

Physical Abilities

Lift /Carry

Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)

Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)		
Crawl	N (Not Applicable)		
Squat or Kneel	O (Occasionally)		
Bend	O (Occasionally)		

Push / Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	O (Occasionally)
41-100 lbs	O (Occasionally)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance)

Sense of Sound (85 decibels)

Sense of Smell

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (Safety glasses, steel toe shoes, hearing protection, electrical and welding PPE)

WORK ENVIRONMENT

Some office. Mostly in the warehouse where temperatures can vary. In summer months temperatures can reach 90 to 100 degrees.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.