

## **Warehouse Worker Functions:**

Warehouse worker under the direction of the Warehouse Manager, will be primarily responsible for safe, damage free unloading of inbound finished goods, packaging, GOH and indirect materials. The W.W. will be accountable for accurate and timely completion of the appropriate paperwork delivered with inbound shipments. The W.W will be part of a team that will be responsible for unloading, staging, and moving all materials to their final storage location. They will also help to maintain the storage locations, practice FIFO, and keep the overall materials movement areas clear and safe. In addition, you will be required to perform other departmental duties as assigned.

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### **ESSENTIAL FUNCTIONS**

to accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

- Operates forklift to safely unload inbound shipments of finished goods
- Maintains paperwork for all loads
- Verifies that inbound shipments are damage-free and match packing list exactly
- Maintains clean and orderly conditions in warehouse and loading areas using workplace organization methods
- Participates in continuous improvement initiatives
- Additional duties as needed and/or assigned by supervision/management