

GENERAL WAREHOUSE



JOB TITLE: General Warehouse

REPORTS TO: Warehouse Supervisor/Warehouse Manager

PRIMARY PURPOSE:

Perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of computerized inventory and tracking systems (INFOR)

Ability to communicate effectively

Excellent organizational skills

Ability to safely operate warehouse equipment

A post offer pre-employment drug screen and physical is required

MAJOR RESPONSIBILITIES AND DUTIES:

- Assist shipping and receiving unloading trucks and checking in merchandise
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- Sort and place materials or items on racks, shelves or in bins according to organizational standards
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory
- Prepare parcels for mailing/shipping
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
- Wear the proper safety equipment

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

- Regularly required to use hands to handle or feel objects, reach with arms, talk, and hear
- Walking, standing and/or climbing
- Regularly lift and/or move objects 10-50 lbs, occasionally lift and/or move objects that weigh more than 100 lbs.
- Frequently required to stand, walk, stoop, kneel, crouch or crawl
- Occasionally required to sit and climb or balance
- Work on ladders and lift trucks

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