**Job description**

**Full Job Description**

**WAREHOUSE DISTRIBUTION TEAM MEMBER**

**GENERAL SUMMARY:**

Oversees receiving or shipping functions. Assists in creating a strong work team and helps to ensure their work environment is safe, productive, and organized. This employee will report directly to the warehouse managers leadership and direction.

**Warehouse Employee Job Description:**

* Completes shipments by processing and loading orders.
* Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
* Capable of fully running the store front, customer service, post an order, process payment.
* Completes deliveries by driving truck or van to and from customers and vendors.
* Maintains company truck and forklift by regular maintenance inspection requirements and reporting any needed repairs.
* Enforces inventory controls by collecting stock location orders and printing requests.
* Provides quality service by following organization standards.
* Preserves safe and clean work environment by keeping shelves, pallet area, and workstations neat.
* Promotes clean shipping supply area by complying with procedures, rules, and regulations.
* Completes reports by entering required information.
* Contributes to team effort by accomplishing related results as needed.
* On occasion you may be assigned to help with production at the feed mill.

**Warehouse Worker Qualifications / Skills:**

* Teamwork
* Coordination
* Organization
* Planning
* Time management
* Reporting skills
* Inventory control
* Documentation skills
* Equipment maintenance
* Data entry skills
* Dependability
* Able to operate a forklift and pallet jack

WORKING CONDITIONS and PHYSICAL REQUIREMENTS: \*

* Must be able to physically move throughout the distribution center to monitor the flow of merchandise.

Schedule:

* 8 hour shift
* Day shift
* Flexibility in coming in early or staying later

Shift availability:

* Day Shift (Preferred)

Work Location: One location

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_