

**Job Description For: Warehouse Associate – Dover**

<b>Location</b>	Dover, DE	<b>Department</b>	Warehouse
<b>Reports to</b>	Plant Manager	<b>FLSA Status</b>	Non-Exempt
<b>Travel Required</b>	0%	<b>Date Created</b>	07/14/2021

**Overview**

The Warehouse Associate will be responsible for supporting all aspects of the shipping, receiving, distribution, handling, storing, and conservation of products within the established guidelines and according to the Company's high quality standards in a safe and efficient manner.

**Primary Responsibilities / Essential Functions**

*Essential functions may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class, nor does it necessarily list all possible duties that may be assigned.*

- Fulfill customer orders by accurately selecting products as specified on the pick tickets. This is accomplished by arranging the orders on pallets, systematically recording product, and conveying the order to the packaging stations to be stretch-wrapped.
- Accurately and promptly determine items to be picked, gathered or distributed by read and administer daily shipping schedule and instructions, customer orders, work orders, shipping orders, and requisitions.
- Communicate immediately to lead person or supervisor any discrepancies or nonconformities found on received and stored materials, tools, and/or finished products.
- Identify and store raw materials, supplies and products as directed by managers and enter quantities in warehouse management system.
- Sort, place, and identify materials and/or products on racks, block storage, shelves, or bins according to pre-determined sequence such as: FIFO-principles, Product Code, or Warehouse location.
- Record and verify that orders are ready for shipment and comply with the all pick ticket specifications.
- Safely and carefully load and unload trucks and/or containers with stacked finished products, raw materials, and/or other items.
- Assist other operators as directed by supervisor(s) in performing all activities associated with product warehousing and any other task assigned by supervisor(s).
- Other duties as required.

**Education, Licensing, and Certifications**

*Preferred*

- High school degree, GED, or equivalent
- Forklift Certified (sit down and stand up)

**Experience**

*Preferred*

- 1+ years of related warehouse experience

**Competencies, Skills, and Knowledge****Required**

- PC proficiency in Windows
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Participates in meetings; Ability to communicate technical knowledge effectively, in plain language.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
- Language - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Quality Management - Looks for ways to improve and promote quality
- Mathematical – Ability to calculate figures and amounts such as discounts, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.
- Reasoning - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Cost Consciousness - Processes and moves pallets to minimize damage and loss of all materials.
- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethically.
- Organizational Support - Follows policies and procedures.
- Planning/Organizing - Prioritizes and plans work activities, and uses time efficiently.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - notifies manager in advance of absences when possible.

### 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.*

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee is regularly required to sit, stand, walk, feel, talk and hear.
- Employee is frequently required to reach with hands and arms.
- The employee must frequently lift and/or move up to 55 pounds without assistance; and up to 2,500 lbs. with assistance.
- The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

### Work Environment

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Employee is regularly exposed to fumes or airborne particles, exposed to vibration. Working near moving mechanical parts, extreme cold and extreme heat as well as wet and/or humid conditions.
- Constant and proper use of personal protective equipment (PPE) such as: steel-toed boots, safety goggles, gloves, respirators, etc. is required.

*The above statements are intended to describe the general nature and level of work required by you in this position, and they are not intended to be an all-inclusive list of your required responsibilities, duties, or skills. Duties may increase, decrease, and/or change as deemed necessary to support the department or organization's operations. These statements may be modified periodically by the Company.*

**CERTIFICATION OF UNDERSTANDING OF JOB RESPONSIBILITIES**

I have accepted the job offer from Uzin Utz North America, Inc.. I have read this job description and completely understand the requirements and responsibilities contained in it and expected of me. Furthermore:

- I understand that receipt of this job description does not constitute or imply any employment contract.
- I understand that my employment and compensation may be terminated with or without cause and/or notice, at any time, at the option of either the Company or myself.
- I understand that the Company reserves the right to alter, amend, change or terminate any of the responsibilities or other information provided in this job description at any time with or without notice.
- I understand it is my responsibility to read and perform all the duties and procedures outlined in this job description in order to remain employed. I have familiarized myself with the information in this job description and will seek clarification if needed.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date