

Planet Aid

JOB DESCRIPTION

JOB TITLE: Warehouse Worker

EXEMPT (Y/N):	GL CODE:	WC CODE:
SALARY LEVEL:	DEPT CODE:	
DEPARTMENT:	SUPERVISOR:	
APPROVED BY:	DATE:	

SUMMARY:

The warehouse laborer position has the responsibility of assisting transportation in the loading and unloading of material from company trucks and contractors into the warehouse for efficient processing.

Warehouse employees contribute to the company's success by ensuring accurate and timely packaging, bailing, and bagging of donated clothing for shipment. In addition, each employee is responsible for careful transfer, packaging, and storage of materials and effective utilization of resources. The position involves forklift operation, processing unloaded material, recycling, and general cleaning through a variety of mechanisms including the use of rolling carts, fork truck and manual labor.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other responsibilities may be assigned):

- Unload Trucks
- Weigh up Carts, Cages, or Cap Sack Stands
- Put weighed up carts in the designated area
- Sorting all miscellaneous cages, carts, and cap sack hanger's categories include: metal, plastic, electronics, cardboard and remaining Miscellaneous Items
- Organize miscellaneous area at end of the day.
- Sweep floor in the miscellaneous area to remove debris collected from the day's sort.
- Ensure no broken glass, or debris is in the work area.
- Empty garbage cans in front of the dock, inside warehouse daily
- Sweep beneath dock doors in each bay, daily
- Empty garbage cans outside of lunchroom, and sweep area daily.

QUALIFICATION/COMPETENCY REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School Degree and 1 year of relevant experience: or the equivalent combination of education and experience.

LANGUAGE SKILLS:

Must be able to read, speak, write and understand Basic English.

MATHEMATICAL SKILLS:

Ability to apply concepts of basic algebra.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Successfully complete a Pre-Employment substance screening and background check. Ability to adhere to and enforce all safety procedures. Safely and efficiently operate a Tow-Motor, Forklift, Clamp, and Cardboard Baler. Ability to consistently lift materials weighing up to 50+ pounds. Flexibility to work overtime and weekend hours when requested to meet business needs

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit. The employee is required to stand for long period of time. The employee is frequently required to lift and/or move up to 50 pounds. The employee is regularly required to push up to 300 lbs. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The employee must be able to be exposed to moving mechanical parts, wet and/or humid conditions, fumes or airborne particles and outside weather conditions

The statements on this job description are intended to describe the general nature and level of work being performed by incumbents. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required by all incumbents. Incumbents may perform other duties as assigned. In addition, all Planet Aid employees are expected to:

- *Promote teamwork and cooperative effort.*
- *Help train and give guidance to other Planet Aid employees.*
- *Maintain a clean, safe, and unobstructed work area.*
- *Provide customers with the highest quality of products and service.*
- *Understand and apply appropriate quality improvement processes.*

Rev. 1/23/2019