



# Job Description

**Job Title:** Warehouse Associate

**FLSA Job Classification\*(3):**  *non-exempt*     *salaried non-exempt*     *exempt*

**DBI Job Classification (3):**  *full-time*     *auxiliary/part-time*     *temporary*

*\*determined by HR department/job evaluation process*

**Reports to (job title):** Warehouse Manager/ Supervisor

**GENERAL PURPOSE:** *(Summarize overall purpose of job). Primary responsibilities will consist of ensuring efficient receipt, storage and distribution of product without having an accident or injury.*

**ESSENTIAL FUNCTIONS:** *(Core duties or tasks that are fundamental to the performance of the job. That is, if an incumbent could not perform one or more essential functions, the job would not get done. Most jobs have three to eight essential functions. List, in order of importance, the percentage of time the incumbent will devote to each essential function).*

		<u>% of Time</u>
1	Operate forklifts, pallet jacks, sweepers, scrubbers, and delivery trucks in a safe, responsible and professional manner.	20%
2	Rotate stock, always ship the oldest product first and have a thorough knowledge of supplier dating methods and requirements.	15%
3	Follow prescribed maintenance guidelines including making a pre-trip inspection before operating equipment.	5%
4	Possess a good knowledge of our products, including product identification, location, and proper handling and storage methods.	5%
5	Ensure that no product is loaded or reloaded without appropriate paperwork and report any suspicious or unauthorized removal of product.	4%
6	Receive product, verify correct items, quantity and quality before signing receipt.	5%
7	Maintain warehouse to high sanitary and cleanliness standards.	3%
8	Follow all security procedures to safeguard associates, the facility and prevent product loss.	5%
9	Pull and load all will call and special deliveries for customers and sales department	5%
10	Build and maintain par levels for Costco's orders	7%

**SECONDARY FUNCTIONS:** *(Non-essential duties or tasks that are not fundamental to the performance of the job. That is, if an incumbent could not perform one or more secondary functions, the job would still get done. List in order of importance and the percentage of time that the incumbent will devote to each secondary function).*

		<u>% of Time</u>
1	Load trucks with the correct items and quantities in a manner that allows efficient deliveries.	6%
2	Strip route trucks of pallets, empty kegs, breakage and any product refused by customer after delivery routes have been completed.	4%
3	Performs work tasks safely, and contributes to overall safe work environment and report any unsafe conditions.	3%
4	Follow all company work rules and regulations.	2%
5	Perform other duties as assigned	5%

6	<i>Load all empty kegs and specified pallets that are returned to designated place or origin</i>	3%
7	<i>Assist in daily/monthly cycle count program</i>	3%
8		

**TOTAL** (must equal 100%)

**100%**

**QUALIFICATIONS/BASIC JOB REQUIREMENTS:** *(Specify minimum number of years of job-related experience required; type of degree required; certificates/licensure. Specific skills required, e.g., computer programs, secretarial skills, special machines, etc.)*

**ADMINISTRATIVE SKILLS:**

*Ability to add, subtract, multiply and divide.*

*Ability to complete all paperwork in a neat and timely manner.*

**FUNCTIONAL/TECHNICAL KNOWLEDGE:**

*Forklift, pallet jack and hand-truck experience.*

*Must be able to drive and back delivery trucks within the yard.*

**COMMUNICATION SKILLS:**

*Strong written and verbal communication skills.*

*Strong customer service skills.*

**AREA OF REQUIRED KNOWLEDGE:**

*High school diploma or equivalent.*

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or associate from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

**PHYSICAL REQUIREMENTS:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Seeing                               | <input checked="" type="checkbox"/> Finger  | <input checked="" type="checkbox"/> Lifting (specify)   |
| <input checked="" type="checkbox"/> Color Perception (Red, Green, Amber) | <input checked="" type="checkbox"/> Ability to Move Distances Within and Between Warehouses/Offices | <input checked="" type="checkbox"/> Carrying (specify)  |
| <input checked="" type="checkbox"/> Hearing/Listening                    | <input checked="" type="checkbox"/> Climbing  | <input checked="" type="checkbox"/> Driving (local/over the road)                             |
| <input checked="" type="checkbox"/> Clear Speech                         | <input checked="" type="checkbox"/> Ability to Mount and Dismount Forklift/Truck                    | <input checked="" type="checkbox"/> Bend, squat, sit and stand for a prolonged period of time |
| <input checked="" type="checkbox"/> Touching                             | <input checked="" type="checkbox"/> Pushing/Pulling   |   |
| <input checked="" type="checkbox"/> Dexterity                            |   |   |
| <input checked="" type="checkbox"/> Hand                                 |   |   |

**MENTAL/REASONING REQUIREMENTS:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Reading - Simple | <input type="checkbox"/> Writing- Complex             | <input type="checkbox"/> Analysis/Comprehension   |
| <input type="checkbox"/> Reading - Complex           | <input checked="" type="checkbox"/> Clerical          | <input type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing - Simple | <input checked="" type="checkbox"/> Basic Math Skills |   |

**WORK ENVIRONMENT:**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Shift Work              | <input checked="" type="checkbox"/> Extreme Heat – summer temperatures | <input type="checkbox"/> Pressurized Equipment     |
| <input type="checkbox"/> Works Alone                        | <input checked="" type="checkbox"/> Extreme Cold – customer cold boxes | <input checked="" type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others       | <input checked="" type="checkbox"/> Noise                              | <input checked="" type="checkbox"/> High Places    |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Mechanical Equipment               | <input checked="" type="checkbox"/> Fumes/Odors    |
| <input checked="" type="checkbox"/> Face-to-Face Contact    | <input type="checkbox"/> Electrical Equipment                          | <input type="checkbox"/> Hazardous Materials       |
| <input checked="" type="checkbox"/> Inside                  |  | <input checked="" type="checkbox"/> Dirt Dust      |
| <input checked="" type="checkbox"/> Outside                 |  |  |

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

This is an accurate description of my position.

Incumbent/Associate: \_\_\_\_\_ Date: \_\_\_\_\_

Job Evaluation Requested:  yes  no

**APPROVALS:**

Direct Supervisor/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Manager (next level): \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_