

WHS130 - Stock Selector

EMPLOYEE:

HOURS: Normal hours for this position are five days per week scheduled Sunday through Friday from 6:30 pm to completion of shift with a one-half hour lunch break. Additional hours may be required to meet the seasonal nature of our business and to meet certain requirements of the company.

REPORTS TO: Night Warehouse Supervisor

PAY: This is an hourly position with Warehouse Incentive Pay compensation.

SUMMARY: This employee selects merchandise from stock in accordance with directions to be distributed to customers. Performs the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Mark product with identifying labels.

Assemble customer orders from stock and place orders on carts or pallets in proper sequence.

Operate electric pallet jack to proceed to correct slot location and transport product to dock area for staging.

Report merchandise slots needing replenishing.

Maintain a rate of 100% performance on Gagnon.

Handle product to minimize damage.

Report damage of merchandise or equipment when observed.

Use computer (CRT) to log in route information.

Adhere to company safety policies and procedures.

Assist in clean up of the facility.

Assist loaders when requested.

QUALIFICATION 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 LANGUAGE SKILLS: Experience with comparable job knowledge. Ability to read and comprehend simple English instructions, short correspondence and memos. Ability to write simple correspondence in English.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of US currency, weight measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license.

OTHER SKILLS and ABILITIES: Ability to work with specific computer software, specifically, Gagnon and SWMS. Ability to work efficiently at a rapid pace. Good attendance required.

PHYSICAL DEMANDS: 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. While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must frequently lift 50-60 pounds, occasionally lift up to 100 pounds. On average, a selector will lift or move an average of 1000 cases weighing 40 pounds each per shift (40,000 pounds total). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, and risk of electrical shock. The noise level in the work environment is usually loud.

The above statement reflects the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

EMPLOYEE SIGNATURE:

DATE: