

Hugh M. Cunningham Companies

Job Title: Warehouse Associate

Department: DistributionGroup

Reports To: Warehouse Manager

FLSA\Status: Non-Exempt

Summary

Receives, stores, and distributes material, tools, equipment, and products within the warehouse by performing the following duties.

Duties and Responsibilities

- Reads production schedule, customer order, work order, shipping order, and/or requisition to determine items to be moved, gathered, or distributed.
- Moves materials and items from receiving and/or production areas to storage or to other designated areas.
- Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.
- Assembles customer orders from stock and places orders on either pallets, shelves, packing station, or in shipping department.
- Marks materials with identifying information.
- Opens bales, crates, and other containers.
- Records amounts of materials or items received and/or distributed.
- Weighs and/or counts items for distribution, within plant, to ensure conformance to company standards.
- Arranges stock parts, in specified sequence, for assembly by other workers.
- Uses computer to enter records.
- Compiles worksheets and/or tickets from customer specifications.
- Drives forklift vehicle to transport stored items within the warehouse or to pick up items from several locations for shipment.
- Prepares parcels for mailing.
- Maintains inventory records.
- Housekeeping skills required.
- Other duties may be assigned.

Qualifications

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 diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively communicate with others.

Reasoning Ability

- Ability to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several variables in standardized situations.

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.

- Frequently required to: stand, walk, use hands/fingers to handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl, talk, and hear.
- Occasionally required to: sit, climb, and/or balance.
- Lifting requirements:
 - Regularly lift and/or move more than 10 pounds.
 - Frequently lift and/or move up to 50 pounds.
 - Occasionally lift and/or move up to 100 pounds.
- Must be capable of driving a forklift.

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.

- Frequently exposed to moving mechanical parts.
- Occasionally exposed to high/elevated places and outside weather conditions.
- Consistently exposed to moderate noise level.

Mathematical Skills

- Ability to calculate simple math.