

## Job Description

**Job Title:** Warehouse Worker

**Position Reports To:** Warehouse Supervisor

**Department:** Portland Warehouse

**FLSA: (enter "X")** Exempt  Non-Exempt   
(Federal Labor Standards Act) – Note whether Exempt or Non-Exempt from overtime (managers, outside sales and certain professionals are exempt from overtime and categorized as Exempt)

**Date:** 6/18/2007

*The statements below are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.*

**General Summary:** General warehouse duties required to house and distribute merchandise to customers. Receives, assembles, stores and distributes material, tools, equipment, and products within the Unisource warehouse.

**Major Functions:**

- Assist shipping and receiving, unloading trucks/containers, checking in merchandise, matching purchase orders to sales orders and distributing final product.
- Reading customer orders, work orders, and shipping orders to determine items to be moved, gathered, or distributed and/or shipped.
- Moving materials and product from receiving or storage areas to shipping or to other designated areas.
- Sorting and placing materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style and color or product code.
- Ensuring warehouse is accessible and safe for salespeople, customer and employee traffic.
- Assembling customer orders from stock and places orders on pallets or shelves, or relocating orders to a holding area or shipping department.
- Marking materials with identifying information using appropriate method.
- Opening boxes, crates and/or other containers.
- Assisting in counting of physical inventory.
- May be assigned facilities maintenance duties as needed.
- Preparing items for shipment.
- Organizing warehouse and work area for orderliness at all times.
- Wearing the proper and required safety equipment.
- Performs other duties as assigned.

**Education:**

High school diploma or general education degree (GED); one year or more related experience and/or training; or equivalent combination of education and experience.

**Experience:**

One or more years related experience and /or training in a warehouse environment. Forklift experience preferred but willing to train.

**Skills & Abilities:**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Problem solving-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully
- Oral communication-the individual speaks clearly and persuasively in positive or negative situations.
- Quality management-the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Planning/organizing-the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Adaptability-the individual adapts to changes in the work environment, manages competing demands and is able to deal with a frequent change, delays or unexpected events.
- Dependability-the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security-the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

**Contact with others:**

Regular daily routine requires contact with other employees, sales and management. Frequent contact with outside clients.

**Supervision Received:**

Works under direct daily supervision of supervisors and/or management, receives goals and basic procedures for project assignments. Must handle prioritization with a variety of competing activities. Performs tasks independently with periodic supervisory review/audit. Seeks guidance to assure complete and appropriate action.