

## **Assembly Fasteners, Inc Job Description**

**Job Title:** Warehouse Worker  
**Department:** Warehouse

### **SUMMARY**

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

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

Reads customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed.

Conveys materials and items from receiving or in-process 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 part number, lot number or bin number

Fills pick tickets, work orders, or requests for materials, tools, or other stock items.

Assembles customer orders from stock and conveys orders to packing station or shipping department.

Marks materials with identifying information.

Opens containers.

Records amounts of materials or items received or distributed.

Weighs or counts items for distribution within plant to ensure conformance to company standards.

Uses computer to enter records.

Compiles worksheets or pick tickets from customer specifications or notes.

Prepares parcels for shipping.

Maintains inventory, including inventory adjustments sheets.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**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.

Must have experience driving forklift.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or 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 present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **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**

**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; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and 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.

The noise level in the work environment is usually quiet.