



## WAREHOUSE ASSOCIATE – PART-TIME

**TYPE:** Hourly

**WAREHOUSE / STANDARD DELIVERY SHIFT:** 7 AM – Noon

**EARLY DELIVERY SHIFT:** 3:30 AM – Noon

**JOB DESCRIPTION SUMMARY:** This position is responsible for the expedient and accurate handling of merchandise into and out of the warehouse facility. Some essential duties include the unloading and stocking of incoming merchandise, loading of outbound trailer, checking, verifying, & auditing of merchandise as received and identifying, separating, labeling of merchandise to enable relocation to appropriate area(s).

This position will also perform duties as a delivery driver. Therefore, a current CA driver's license (no special license required) and a clean DMV record is required.

### **JOB DESCRIPTION:**

#### **POSITION RESPONSIBILITIES AND DUTIES:**

- Moves merchandise by hand, hand truck, or forklift equipment
- Unloads and stocks incoming merchandise, picking of outgoing merchandise, and loading of outbound trailers when needed
- Checks, verifies, and audits merchandise to ensure that ordered merchandise has been received and that merchandise is as ordered and not damaged or defective
- Identifies, separates, labels, and palletizes merchandise on flats to enable merchandise to be relocated to appropriate area
- Operates a forklift, when needed, to move and put away merchandise, and replenishes pick areas identified by replenishment reports and various request for needed merchandise
- Obtains customer orders identifying merchandise that has been requested, and fills merchandise order by selecting and moving merchandise from active slot to Staging area, or from slot to flat to prepare for pick or delivery
- Loads outgoing merchandise from Staging area into trailer or four-wheel truck
- Delivers merchandise to jobsites/warehouses/offices/etc.
- Reports damages and vendor compliance issues
- Maintain an organized, clean & safe warehouse/shop/yard/work area/etc.
- Resolves problems or discrepancies with help from immediate manager
- Meets department demands without sacrificing quality
- Maintains an acceptable level of attendance based on attendance policy
- Ensures safety techniques are used in all aspects of daily work responsibilities
- Completes other responsibilities as assigned

#### **OBJECTIVES OR GOALS TO MEASURE PERFORMANCE:**

- Adherence to Company policies and Corporate Procedures Manual

- Maintain an organized, clean & safe warehouse/shop/yard/work area/etc.
- Merchandise received, audited, prepared and delivered on schedule
- Quality control; integrity and excellence of completed orders
- Customer/Client Satisfaction
- Positive project team attitude
- Improved personal professional growth and education
- Staff development and training

**MINIMUM SKILLS OR EXPERIENCE REQUIREMENTS:**

- Must be 18 years of age or older
- Must Have Valid Driver's License and good Driving Record
- Ability to read and speak the English language proficiently enough to communicate with co-workers, to understand and provide directions, to respond to management inquiries, and to make entries on reports and records
- Ability to commit to Company policies, principles, and processes
- Basic knowledge of simple math concepts
- Forklift experience is preferred, but not mandatory -- we will certify you to drive a forklift
- Ability to maintain Fryer Supply's motorized merchandise movement equipment certification requirements

**PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:**

- Ability to withstand unavoidable exposure to unfavorable atmospheric conditions or extreme temperatures inside and outside the facility, including noisy, dusty, oily, and wet environments
- Ability to handle weighted merchandise that could be as much as 70 lbs., with or without an accommodation
- Ability to stand, stoop, reach, and walk to do the job, and the ability to perform work with hands and/or arms in the same repetitive motion above and below the shoulder level
- Constant finger dexterity and ability to see details at close range and at a distance, hear, and talk, and possess depth perception
- Occasional climbing and carrying, proximity to moving mechanical parts, working in high exposed places & in areas with high noise intensity levels

**BENEFITS:**

- Stable and growing career - We look to promote from within
- A great team that enjoys working together
- Paid Career Development Training / Certifications / Continued Education
- Goal / Safety Incentives

If you like a fast pace, goal-oriented environment while working with happy, enthusiastic over-achievers, you'll enjoy your career with us. We will train the right person to grow within the company in terms of skill, pay, and responsibility.