



Warehouse Associate

VALUE STREAM / DEPARTMENT: Warehouse

STATUS & PAY CLASS: Full Time - Hourly / Non-Exempt

SHIFT: 1st Shift (10% shift differential) / Overtime May Be Required
8:00am – 4:30pm Monday - Friday

WORK SCHEDULE:

Alternative work hours may be considered, if applicable

WAGE RATE: \$18.00 to \$24.60
Starting wage is negotiable based on previous knowledge/experience

POSITION SUMMARY: A Warehouse Associate is expected to perform an array of duties that pertain to customer order processing and shipping.

I acknowledge that I have fully read and understand this job description.

Employee Name (please print): _____

Employee Signature: _____ Date: _____


Supervisor Signature: _____ Date: _____

Essential Job Functions

As a Warehouse Associate, an employee will be responsible for carrying out various tasks that prepare our product to ship to customers and/or vendors.

Job functions are as follows:

- Laser marking operation for most product lines
- Set-Up and operation of the automated bagging machines
- Move and organize product to each subsequent operation
- Replenish packaging and shipping supplies at each area
- Packaging of various product lines
- Build and box sets and libraries based on production work orders
- Organize finished goods inventory
- Navigate ERP system to retrieve customer order information and confirm status of product to customer orders
- Stage orders that are not yet ready for shipment
- Communicate with accounting relating to various credit information, and credit hold customers
- Packaging of all outgoing shipments, using the proper packaging materials for the weight and size of the products being shipped

Essential Job Functions Continued	
	<ul style="list-style-type: none"> • Custom Insert Design: <ul style="list-style-type: none"> o Program and operate the Laser Marking and NC Software as it applies to custom foam inserts
	<ul style="list-style-type: none"> • Work with Customer Service to quote customer request for special name sets
	Follows all company policies, ergonomic standards, and safety requirements
	Perform other duties as required <ul style="list-style-type: none"> • The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position
Regular and on-time attendance is required	
<ul style="list-style-type: none"> • Be at work on time when scheduled to work, and remain at work throughout the established work schedule 	

Qualifications

REQUIRED

Education:

- High school education required or an equivalent of education and experience from which comparable knowledge and abilities can be acquired

Experience/Skills and/or years of specific experience:

- Ability to read, write and perform basic mathematical functions in the areas of fractions, decimals, metrics, and conversions for each
- Ability to perform basic computer skills and the ability to operate in a Windows and non-Windows format
- Ability to establish and maintain a professional and effective working relationship with co-workers and other employees at all levels in the organization
- Effective written and/or oral communication skills to interact with employees at all levels of the organization
- Ability to carry out assigned tasks and projects to their completion with minimal supervision
- Ability to work independently and with multiple tasks
- Ability to work within an atmosphere of continuous improvement and teamwork.
- Quality oriented with attention to details
- Familiarity with LEAN principles and waste elimination are a plus
- Must be 18 years of age

Additional Requirements:

- Employment is contingent upon satisfactory completion of criminal background investigations as well as passing a post-offer, pre-employment drug screen

Tools & Equipment Used

While acting as a Warehouse Associate the employee will be expected to use the following machinery and/or equipment:



- Requires frequent use of computer (Use of Company's specialized internal software programs)
- Printers
- Labeling Equipment
- Packaging Equipment
- Bagging and protective packaging equipment
- Cordless drill (3.25 #'s)
- Calculator
- Telephone
- Hand Tools
- Use of the following measuring equipment:
 - o Micrometers
 - o Calipers

Work Environment

- This position is subject to Vermont Precision Tools' Drug and Alcohol-Free Workplace Program.
- Works within the Operations Division of Vermont Precision Tools at the Swanton Vermont Manufacturing Facility and reports directly to the Warehouse Team Leaders/Sales Executive.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The warehouse and manufacturing work environment may require the employee to be exposed to adverse conditions:
 - o Noise
 - o Dirt/dust/odors/fumes/mists/vapor
 - o Industrial fluids/chemicals (Coolants, oils, etc.)
 - o Areas requiring attention to safety procedures when exposed to that area

Physical Demands

Identify physical demands typically encountered and reasonably anticipated in this position.

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Physical Demands Continued									
Physical Requirement	Physical Requirement				Physical Requirement	Physical Requirement			
	P	O	F	C		P	O	F	C
Sitting	X				Distinguishing colors	X			
Standing				X	Communicating through writing				X
Walking				X	Communicating through speech				X
Climbing while balancing (Step stool/ladders)	X				Lifting/carrying 10-25 pounds				X
Squatting/kneeling/crawling		X			Lifting/carrying 26-50 pounds			X	
Use of feet (Foot pedals while balancing- flexion)		X			Lifting/carrying >50 pounds		X		
Foot Action (Standing on elevated lift platform)	X				Pushing/pulling				X
Repetitive use of fingers (picking, pinching)				X	Handling (holding, grasping, gripping)				X
Keying/Typing				X	Bending or twisting (at waist level)				X
Feeling (Perceiving attributes of objects)				X	Reaching to side (Side bend)			X	
Hearing conversations or sounds				X	Reaching above shoulder level			X	
Seeing objects at a distance	X				Neck flexion/extension (chin to chest/chin away from chest/body)				X
Seeing objects peripherally		X			Neck Twisting (side to side)		X		
Seeing close work				X	Repetitive wrist motion (flexion/rotation)				X
Reading				X	Overnight travel				
Other: (Please list and describe)									

Mark each of the above physical actions with the rating that best matches the expectations of the position, based on a week's time period, using the following scale:

P: Present (Less than 1% of the time), **but may or may not be essential** to the position

O: Occasionally (up to 33% of the time) **and essential** to the position.

F: Frequently required (over 34-66% of the time) **and essential** to the position.

C: Continuously required (over 67-100% of the time) **and essential** to the position.