



INTERNSHIP DESCRIPTION—WAREHOUSE ASSOCIATE

\$14/HR

MAXIMUM HOURS/WEEK- 29

MAXIMUM LENGTH- 3-6 MONTHS

workNet DuPage is looking for a WIOA Youth program participant for an internship as an Office Administrator for [Buck Services](#) in West Chicago. Buck Services is a family owned and operated company dedicated to providing clients with impeccable service orientated towards creating clean, comfortable, and community orientated environments. This could be a great fit for you if any of the following are true:

- You're interested in working in a warehouse environment and want to start building your skill set for the fastest growing industry in DuPage
- You don't want to work at a desk and would prefer a job that requires physical activity and constant movement
- You are good at paying attention to detail and enjoy seeing immediate results from your work

At completion of this internship, you will be able to add valuable workplace skills to your resume such as Picking/Packing, Shipping and Receiving, Attention to Detail, etc.

As with all internships, the experience, opportunity, and exposure you gain in this position could lead your career and future down a variety of different paths, including TDL and Manufacturing!

Description

You will report to the Warehouse Coordinator and perform the following job duties:

- Receives, stores, and issues materials, equipment, and other items from stockroom, warehouse, or storage yards
- Packs and unpacks items to be stocked on shelves in stockrooms, warehouses, or storage yards
- Receives and counts stock items, and records data manually or using computer
- Marks stock items using identification tags, stamps, electric marking tools, or other labeling equipment
- Performs light maintenance activities around the office and warehouse
- Performs other related duties as assigned by management

What you need to do the job

- Willing to learn- training will be provided
- Dependable and knows how to work— good attendance, be on time
- Attention to detail- careful worker



- Physically able to stand, sit, move, squat, walk and climb during the course of a shift
- Able to lift up to 50 pounds
- Excellent verbal and written communication skills
- Able to work independently
- High school degree or equivalent
- Must follow all health and safety procedures and regulations as dictated by the organization and state

Buck Services
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