



JOB DESCRIPTION

ASSISTANT STOCKROOM WORKER

General Definition

Under general supervision, assists the Lead Stockroom Worker to store, and issue raw materials, supplies and equipment used for production. Maintains an accurate record of current inventory to ensure efficient production of quality plastic products. (i.e. tanks and other times, either proprietary or customer owned).

Essential Duties

Back up for receiving and storage all inbound material shipments, checking against Purchase Orders to ensure correct items have been received and in the ordered quantity.

- Issue stockroom-held inventory items to various production areas based on issued pick list.
- Assist with maintaining tools, supplies and distribute as needed.
- Notify Supervisor and Purchasing Department when supplies need to be reordered or are running low.
- Perform inventories (physical counts & cycle counts as required).

Non-Essential Duties

- * Maintain stockroom supplies, requisition material when needed, and maintain inventory levels.
- Questions pick lists/build of materials when part numbers/ qualities are incorrect and notify supervisor.
- Temporary work assignment may be assigned to meet the requirements of the Department, and will be assigned at the discretion of Management.
- The stockroom worker will have the knowledge and experience to perform all of the non-essential duties in the absence of the supervisor.

Required Knowledge, Skills and Abilities

Knowledge of Stockroom/warehouse and inventory control procedures, receiving, and material handling procedures is required. Good safety practices in storing volume merchandise is preferred. Must be able to maintain accurate records, operate assigned material handling equipment to include fork lifts and pallet pullers, etc. and work well with others. A high school diploma or GED equivalent, good math skills, and a valid drivers license is needed. An above average degree of manual skills for using forklift, pallet puller, and scales is required. In addition, a moderate amount of physical effort is also required, as this position frequently lifts or moves material weighing 5 to 55 lbs. in sometimes difficult work positions. Good to somewhat

undesirable working conditions. May be exposed to external elements such as heat, cold, rain and snow. Also could be exposed to noise, dust vapors and other elements with no one element continuously present to the extent of being undesirable. Need to have computer skills.

Authority

This position reports to the supervisor or plant manager.