



**JOB DESCRIPTION**

<b>Job Title:</b>	Picker	<b>FLSA Classification:</b>	Non-exempt
<b>Department:</b>	Warehouse/Shipping/Receiving	<b>Reports To:</b>	Warehouse Manager

**Job Summary:**

Prepare orders for delivery by collecting the necessary product from warehouse shelves using a motorized pallet jack and placing orders on pallets, in a safe and error free manner for efficient loading, unloading, and departure of trucks.

**Essential Job Duties and Responsibilities:** (Additional duties may be assigned)

Pick orders for salesmen by selecting products from warehouse shelves according to pick tickets using motorized pallet jack and/or forklift ensuring product and quantity accuracy.

Operate dolly, pallet jack, and/or forklift to load and unload transfer to designated locations.

Stock shelves and pole barns and maintain a neat and clean work area by disposing of waste material, cardboard or packing materials, and stacking pallets.

Answer calls for pole barns and provide support to coworkers and perform related duties as required to meet department and or company objectives.

**Supervisory Responsibilities:**

This position does not have any supervisory responsibilities.

**Minimum Qualification Standards:**

- High school diploma or GED is required.
- Prior warehouse experience preferred.
- Forklift certification desirable.

**Knowledge, Skills, and Abilities:**

- Computer proficiency including basic data entry, spreadsheets, and writing routine reports and correspondence.
- Ability to lift and load products for shipping/delivery.
- Ability to read pick tickets for inventory amounts and customer requirements.
- Ability to clearly and concisely communicate verbally and in writing.
- Mathematical ability to sort, check, count, measure, and verify numbers and or product shipped or received.
- Ability to understand and follow safety procedures.
- Ability to prepare routine administrative paperwork.

**Equipment, Machines and Software Used:**

Ability to operate a forklift and pallet jack. Must wear safety shoes and a hard hat when performing certain job duties.

**Mental and Physical Requirements:**

- Moderate mental and visual attention required for performing manual work, machine operations, and operating mobile equipment in congested areas or involving considerable variety of movement.
- The employee is regularly required to sit, stand, walk, talk, hear, use hands to finger, grasp, handle, and perform repetitive motions. The individual is occasionally required to push, pull, reach, climb, stoop, kneel, and crouch.
- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**Environmental Conditions:**

.Work is performed in a warehouse where the worker is subject to temperature changes, extreme cold, extreme heat, noise, proximity to moving mechanical parts, and exposure to chemicals, oils, fumes, odors, dusts, gases, and/or poor ventilation.

Disclaimer:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

<b>I acknowledge that I have read this job description and have received a copy for my records.</b>	
<b>Employee Name:</b>	
<b>Date:</b>	