Job Description

Job Title: Driver/Receiver
Department: Receiving
Reports to: Receiving Manager/Supervisor
FLSA Status: Hourly

SUMMARY – Receives, stores, and distributes material. Equipment, and products within establishments by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES – include the following. Other duties may be assigned.

Reads production schedule, or requisition to determine items to be moved, gathered, or distributed.

Conveys materials and items from receiving or production areas to storage or to other designed areas.

Sorts and places materials or items on racks, shelves or in bins according to predetermined sequence such as size, type, style, color or product code.

Sorts and stores goods in racks.

Marks orders with identifying information.

Opens bales, create and other containers.

Records materials or items received or distributed with in radio frequency scanner.

Counts and verifies items with radio frequency scanner for distribution within warehouse to ensure conformance to company standards.

Arranges stock parts for assembly by other workers.

Uses computer and/or radio frequency scanner to enter records.

Drives towmotor/reach truck to transport stored items from warehouse to picking locations.

Maintains inventory records.

QUALIFICATIONS – To perform this job successfully. An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High school diploma or GED.

One year of previous distribution center experience is required, preferably in radio frequency (RF) environment.

One year of recent experience operating reach/high lift trucks.
Job Description

Must read, write and speak English

Must be able to perform basic math functions, multiplication, addition, division and subtraction

Must be able to retain and recall information

Must be detailed orientated

Must have the willingness to operate towmotors according to the company safety guidelines and undergo periodic training and/or retraining

Must have the ability to handle multiple priorities in a fast-paced production orientated environment

CERTIFICATES, LICENSES, REGISTRATIONS
Must be certified (or capable of being certified) to drive a stand-up reach towmotor

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

Requires standing and/or walking 8-10 hours per day

Requires repetitive lifting and stretching in order to stack cartons weighing 5-25 pounds

Must possess the manual dexterity to operate computer key pads

Must have the ability to operate pallet jacks, banding equipment and stretch wrap equipment

Ability to ascend to 25 feet with proper equipment to load/unload material weighing 5-25 pounds

WORK ENVIRONMENT – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in a warehouse environment that is clean, well lit and heated, with heavy towmotor traffic and noise

Work is performed in a fast-paced environment where the employee is required to produce an acceptable quantity of work in accordance with the established standards. Performance is closely monitored and frequent interactions with fellow employees and supervisors throughout the work day is routine.

Employees much be available to work regular daily scheduled shifts Monday – Friday, as well as be available to work mandatory overtime when necessary.

I_______________________________________have read the above Job Description for the Driver/Receiver position and understand the responsibilities of the job.

Signed_____________________________________________Date_______________