

Title: Part-Time Material Handler- Order Fulfillment

Reports To: Warehouse Supervisor

Department: Warehouse

Classification: Part-Time/Non-Exempt

Position Summary:

This position is responsible for the picking, packing, shipping, and preparation of daily orders year round on a Part-Time basis. Schedule may vary. Warehouse hours of operation are 7:00 am – 3:30 pm.

Responsibilities:

- Fulfill designated orders with an acceptable level of accuracy.
- Stage completed orders in designated area before sending to be packed and inspected.
- Notify Team Leads of inventory issues on pick line.
- Inspect order prior to packing.
- Ensure proper sealing on all bags, finish packaging, and prepare for shipping.
- Inspect work bench after each package to ensure all packages are complete.
- Assess individual packages checking ship method and process based on those methods.
- Sort packages by designated shipping method and bag/stack accordingly.
- Capability to construct various styles of packaging essential for all shipping containers.
- Keep station clean, organized, and properly stocked at all times.
- Follow all policies and procedures.
- All other duties as assigned.

Minimum Job Requirements:

- Must have High School Diploma or equivalent.
- Prior experience in a warehouse environment preferred.
- Must be able to identify different colors on picking system.
- Previous experience with WMS (Warehouse Management Systems) a plus.
- Basic Microsoft Office skills.
- Must be able to adapt quickly.
- Ability to interpret documents such as safety rules, operating and maintenance instructions, and manuals.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is required to stand, walk, talk and hear throughout the entire shift. The employee will frequently ascend/descend stairs to access picking station. The employee is occasionally required to climb, balance, stoop, kneel, crouch and crawl. The employee must regularly lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

This position description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills or working conditions associated with this position. While this description is intended to accurately reflect the position's activities and requirements, management reserves the right to modify, add or remove duties as necessary.