

## **Marquez Brothers International, Inc.**

### Job Description

**Job Title:** Warehouse Worker

**Department:** Warehouse

**Reports To:** Warehouse Manager

**FLSA Status:** non-exempt

**Prepared Date:** 05032010

**Summary** Receives, stores, and distributes material, tools, 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, customer order, work order, shipping order, 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 designated 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 perishable goods in refrigerated rooms.

Fills, work orders, or requests for materials, tools, or other stock items and distributes items to production workers.

Assembles customer orders from stock and places orders on pallets or shelves, or conveys orders to packing station or shipping department.

Marks materials with identifying information.

Opens bales, crates, and other containers.

Records amounts of materials or items received or distributed.

Weighs or counts items for distribution within plant to ensure conformance to company standards.

Arranges stock parts in specified sequence for assembly by other workers.

Uses computer to enter records.

Compiles worksheets or tickets from customer specifications.

Drives vehicle to transport stored items from warehouse to plant or to pick up items from several locations for shipment.

Completes requisition forms to order supplies from other plant departments.

Prepares parcels for mailing.

Maintains inventory records.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Design** - Generates creative solutions; Demonstrates attention to detail.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Technical Skills** - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; responds well to questions.

**Written Communication** - Writes clearly and informatively; Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Visionary Leadership** - Displays passion and optimism; Inspires respect and trust.

Change Management - Builds commitment and overcomes resistance; Monitors transition and evaluates results.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions.

Cost Consciousness - Develops and implements cost saving measures.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Judgement - Includes appropriate people in decision-making process.

Motivation - Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

**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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers.  
Ability to print and speak simple sentences.

### **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Order processing systems.

### **Certificates, Licenses, Registrations**

Current drivers license-Class C in good standing

### **Other Skills and Abilities**

Bilingual in Spanish

**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.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts; high, precarious places and extreme cold. The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.