



Support Position Description

Date:	October 21, 2003	Position:	Warehouse Assistant
Revised:	October 21, 2010	Reports To:	Warehouse Manager
Written By:	Chris Miltimore	Pay Range:	\$9.00 – 10.50/ hr.

GENERAL SUMMARY

Reporting directly to Warehouse Manager, Dave Furman and working with other shop personnel, assist's warehouse manager with daily tasks as required.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Responsible for the general upkeep of the warehouse. Upkeep includes sweeping floors, keeping work areas tidy and assisting with keeping other areas clean.
2. Assisting with daily inventory controls. Assisting each manager with their daily inventories.
3. Charging, checking and cleaning batteries as needed including rotations, Econo batteries and other products.
4. Restocking shelves with new product or with rotated product as required.
5. Labeling inventory for National Accounts and for other accounts on a private label program.

SKILLS AND ABILITIES REQUIRED

1. Ability to perform basic math functions including the ability to add, subtract, multiply and divide. Ability to operate a basic function calculator.
2. Ability to organize themselves in a way that will maximize productivity and efficiency.
3. Interpersonal and communication skills to deal effectively with co-workers and customers. Ability to perform effectively under pressure while maintaining a high level of customer satisfaction.
4. Knowledge of computer systems or the ability to learn such systems in order to service customers need via POS system.
5. Attention to detail skills to perform all aspects of given assignments.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.

6. Ability to lift 120 lbs.

WORKING CONDITIONS

1. Field Work, including all seasons. This classification will require individuals to be exposed to various weather conditions and exposure to the elements.

MINIMUM JOB REQUIREMENTS

1. Less than 3 moving traffic violation convictions in 5 years.
2. Driver's License with a Chauffeur endorsement.
3. Good physical health including no back problems.
4. High School Diploma or equivalent.