

First Supply LLC Job Description

Position: Loading Crew

Pay Status: Hourly

Department of Labor Classification:

Non-exempt

Essential Job Functions:

- Acknowledge labels as received from each zone
- Verify counts and check for accuracy on orders
- Load trucks to insure that no product is damaged in shipment
- Be proficient in the use of shipment codes
- Record carton counts and serial numbers for labels
- Ensure material is at appropriate loading dock
- Ensure paperwork is printed and processed accurately and in a timely manner
- Ensure packaging/shipment of Hazmat or ORMD products meet First Supply's policies
- Keep warehouse area clean
- Follow all safety procedures
- Other duties as assigned by the Assistant and/or Warehouse Manager

Essential Job Requirements:

- Computer knowledge and skills and ability to learn First Supply LLC's business system
- Warehouse experience (preferred)
- Ability to read, speak, understand and write English
- Ability to add, subtract, multiply and divide all units of measure
- Ability to be bonded as defined by First Supply LLC's fidelity bond insurance carrier
- Experience with handheld RF units (preferred)
- Drug test with a negative results on employment offer
- Drug testing will be conducted for reasonable suspicion and after some accidents thereafter
- Satisfactory score on Wonderlic Personnel Test
- Functional capacities evaluation which demonstrates ability to safely perform the essential functions of the position
- Attendance on a regular and consistent basis

Physical Requirements:

ACTIVITY	Occasional 1 - 33 %	Frequent 34 - 66 %	Constant 67 - 100%	Essential	Non-essential
Lifting up to 25 pounds		X		X	
Lifting up to 50 pounds		X		X	
Lifting up to 100 pounds	X				X
Lifting over 100 pounds	X				X
Sitting	X				X
Standing		X		X	
Walking		X		X	
Carrying up to 25 LBS		X		X	
Carrying up to 50 LBS		X		X	
Carrying up to 100 LBS	X				X
Bending at the waist	X			X	
Bending Neck		X		X	
Reaching Overhead	X			X	

Reaching Forward		X		X	
Climbing	X			X	
Squatting		X		X	
Kneeling	X				X
Gripping		X		X	
Push/Pull		X		X	
Fingering		X		X	

Job Location and Exposures:

- Activities occur mainly inside
- Limited exposure to weather and moving vehicles

Equipment Used:

- Computer, mouse and standard keyboard
- Assistive devices such as hand carts, rolling carts and powered industrial trucks
- Handheld RF unit
- Telephone

Supervisor:

- Assistant and/or Warehouse Manager

Job Description Reviewer: Corporate Operations Manager

Last Review Date: 04/01/05

Job Code: WH9