



Job Duties: WAREHOUSE STAFF

Responsibilities	<ul style="list-style-type: none"> ▪ Lay out customer orders ▪ Put away stock ▪ Load/offload trucks ▪ Count inventory ▪ Maintain warehouse cleanliness ▪ Takes initiative to correct issues, quality problems and mistakes ▪ Assists in warehouse tasks as directed by superiors, including but not limited to Staging, Receivings, Pick-Up Counter, Pipe Shop, etc ▪ Demonstrate outstanding customer service
Safety Awareness	<ul style="list-style-type: none"> ▪ Upholds highest safety standards – Complies with all legal and company safety policies. ▪ Identifies safety issues and problems - Detects hazardous working conditions and safety problems; checks equipment and/or work area regularly. ▪ Takes corrective action - Reports or corrects unsafe working conditions; makes recommendations and/or improves safety and security procedures; enforces safety regulations and procedures.
Learning and Adaptability	<ul style="list-style-type: none"> ▪ Listens to objectives and critiques of management supervisor ▪ Versatility. Knows that work is subject to change and can perform all job-related functions; reacts positively and quickly to change.
Contributing to Team Success	<ul style="list-style-type: none"> ▪ Demonstrates honesty and keeps commitments, while adhering to the team's expectations and guidelines. ▪ Treats others with fairness and respect; listens to others in team decisions and actions, and shares information with others on the team.
Punctual	<ul style="list-style-type: none"> ▪ Reports to work on time. ▪ Informs the main office if they cannot come into work or will be tardy.
Travel	<ul style="list-style-type: none"> ▪ Able to get to and from work on their own.
Thorough	<ul style="list-style-type: none"> ▪ Follows procedures - Accurately and carefully follows established procedures for completing work tasks. ▪ Takes action - Initiates action to correct quality problems and notifies others of quality issues as appropriate.

Perform other duties as assigned. Adhere to the rules and regulations as set forth in the Employee Handbook.

Job Requirements:

- Education: High school diploma/GED
- Experience: Minimum 1-3 years in physical labor or customer service position
- Skills: Ability to lift up to 50lbs.