

Position Description

POSITION: Warehouseman	DATE WRITTEN/REVISED: 2016
DEPARTMENT: Operations	REPORTS TO: Operations Manager
EMPLOYMENT STATUS:	WAGE CATEGORY: Non-Exempt
MANAGER'S APPROVAL:	

SUMMARY OF JOB DUTIES AND QUALIFICATIONS

Primary Function and Scope:

Load or unload materials and beverage cases onto or off of pallets, skids, hand trucks, or trucks. Position forks or other lifting device under loaded pallets, skids, or materials (or hook tow trucks to trailer hitch), and transport load to designated area. Wash trucks, recharge and fill batteries.

Duties & Responsibilities / Position Role:

- Move levers and press pedals to drive truck and control movement of lifting apparatus.
- Position forks, lifting platform, or other lifting device under, over, or around loaded pallets, skids, boxes, products, or materials (or hook tow trucks to trailer hitch), and transports load to designated area.
- Unload and stack products or materials by raising and lowering lifting device.
- Inventory products or materials on work floor, and supply workers with products or materials as needed.
- Load or unload materials onto or off of pallets, skids, handtrucks, or trucks.
- Lubricate trucks, recharge batteries, fill batteries.
- Organize empties and ensure return counts are accurate.
- Load wholesaler returns and complete paperwork.
- Must be capable of handling the responsibilities of a Driver's Helper.
- Must be capable of handling the responsibilities of a night warehouseman.
- Follow all Lake Beverages Policies and Procedures.
- Follow the Collective Bargaining Agreement.

Qualification Requirements: *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.**

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.

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Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other: Valid New York State Drivers License required. Must be able to become certified as a Lake Beverage Fork Truck Operator within 45 days.

Personal Characteristics Necessary to Perform Job:

- Integrity
- Dependability
- Initiative
- Adaptability
- Organization

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.**

While performing the duties of this job, the employee is frequently required to sit, reach with hands and arms, and talk and hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel, climb or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 lbs and occasionally lift and/or move more than 100 lbs. Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee is frequently exposed to extreme cold. The employee is occasionally exposed to moving mechanical parts, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme heat, and risk of electrical shock. The noise level in the work environment is usually quiet.

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Physical Activity Chart:

** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees may on occasion be asked to do other physical activities not listed above within federal and state regulations.*

<i>Activity</i>	<i>Seldom Required</i>	<i>Occasionally Required</i>	<i>Frequently Required</i>	<i>Specific Requirements</i>
Standing		X		
Walking		X		
Sitting			X	
Lifting		168 lbs.	30 lbs.	
Carrying		168 lbs.	30 lbs.	
Pushing		168 lbs.	150 lbs.	
Pulling		168 lbs.	150 lbs.	
Climbing		X		
Balancing		X		
Other: Stooping, Kneeling, Crouching, Crawling			X	
Reaching			X	
Handling			X	
Feeling			X	
Speaking			X	Understand the English Language
Hearing			X	
Seeing			X	
Depth Perception			X	
Color Vision		X		
Repetitive Motion			X	