

## JOB DESCRIPTION

### General Information

Job Title	General Warehouse
Department	Warehouse
Reports to	Warehouse Manager

### Scope of the Position

Drive and maneuver forklift, cut and process orders, and or pick and pack orders in accordance with the position requirements and safety standards.

### Major Responsibilities

#### Forklift Operation:

- Pick orders by reading pick tickets, complete necessary paperwork, move products to the cutting/shipping area and operate barcode scanners during order picking or put-away process
- Complete the pre-shift inspection for forklift, including battery maintenance
- Operate forklift and reach truck equipment to maneuver products within the warehouse in a safe and efficient manner
- Move products by loading/unloading shipments to carriers' vehicles and store them in appropriate storage areas (rackings, stacks, outside yard)
- Maintain outside yard by organizing products and empty reels.

#### Cutting:

- Prioritize cutting orders based on instructions indicated on picking tickets and understand how the order is processed from the time the product is received to the time it is shipped.
- Follow the correct cutting procedures: Match paper work with product to ensure accuracy in the order, ensure proper lengths and number of cuts (verify information is correct as shown on Rubicon), apply the proper label and identify the exact meter mark lengths for start and end of the cut, and select the correct reel size for rewinding cables.
- Periodically identify small empty reel requirements.
- Rewind and transfer cables from larger reels to smaller ones to maintain stock.
- Regularly inspect and maintain cutting machines and tools to improve safety

#### Order Picking:

- Safely operate and maintain material moving equipment such as Order Pickers, reach trucks, motorized pallet jacks and runabouts to process orders
- Inspect and maintain material moving equipment and spoolers, batteries and equipment racking. Maintain and verify counters on spoolers
- Correctly operate barcode scanners in order picking and putaway processes
- Operate packing equipment

#### Others:

- Sweep and maintain a clean and safe work environment
- Participate in re-certification for forklift operation, as required
- Report any unsafe work conditions that might occur
- Participate in annual re-certification for forklift operation
- Other duties as required

*Note: Above is a list of all possible responsibilities that could be asked to be performed by a General Warehouse personnel. Some individuals may be required to only perform selected tasks from one of the areas listed on a regular basis.*

### Profile 1: Education & Training

*This factor describes the extent or level of knowledge or training obtained by **formal education or outside study** that is necessary to achieve **normal job performance and proficiency**. Such knowledge is to be considered **the minimum education** required for performing the position responsibilities.*

- High School Diploma required.
- First Aid, WHMIS and or Forklift Certification preferred.

#### Profile 2: Experience

*This factor specifies the **minimum experience required to perform the job**. This experience can be gained in previous employment in a similar job and/or on the job with the current employer. Experience in this factor is measured in time periods e.g. 3 – 6 months, 3 – 5 years, 10 – 15 years etc.*

- 1- 2 years related experience preferred.

#### Profile 3: Decision Making & Problem Solving

*This factor describes the mental skills and mental effort required to perform the job. The complexity of decisions and ingenuity required describes the **variety and routine involved with assigned tasks and responsibilities**, the **frequency of problems** and the extent to which the work requires **analytical ability and exercise of judgment**.*

- Generally standardized procedures involving wide variety of routine tasks or limited variety of semi-routine tasks.
- Some judgment involved in the making of minor decisions affecting the accuracy and quality of work.
- Problems can occur and the individual must make decisions within the limits defined by the standard or accepted practice already in place.

#### Profile 4: Supervisory & Management Responsibility

*This factor describes job responsibilities in regards to **directing, controlling, and coordinating the efforts of employees** – e.g. supervisory, training, management and advisory responsibilities. This factor also describes the responsibilities for advising management, providing functional advice and control for coordinating activities or groups. This factor indicates the number of **direct and indirect reports** and their position(s).*

- No direct or indirect reports.

#### Profile 5: Independence of Action

*This factor describes the **extent and closeness of supervision required and received**, as well as the availability and involvement of the immediate supervisor. Consideration should be given to standard practices, instruction and procedures, as well as built in checks and reports that provide the employees with controls and restricts independence of action.*

- General supervision is required. Employee works along on routine work and checks with supervisor only when in doubt. Production generally precedes a check on the quality of work.

#### Profile 6: Consequence of Error and Budget Responsibilities

*This factor describes the **responsibility for loss to the organization due to any single error** resulting from actions or decisions involving the work function. This factor includes financial and material responsibility, responsibility for accuracy, and the safety of others. This factor describes the responsibility for **establishing a budget and final accountability for its control**. In some cases, budget responsibility may be indirect or influential.*

- Errors are readily detected, usually by the employee, and practically all work is subject to verification.

#### Profile 7: Confidentiality

*This factor describes the integrity and discretion necessary to **safeguard confidential data** handled or obtained as a regular part of the job.*

- Regular duties involve little or no contact with confidential data or information.

#### Profile 8: Contacts – Internal and External

*This factor describes the responsibility for meeting, dealing with and influencing others. Contacts may be internal and external. **The nature, purpose, frequency and level of contacts should be described**. The level of difficulty and importance of the*

*contacts should be described:*

- Contacts are primarily within the organization and beyond immediate associates.
- Contacts are of routine nature, which involves giving and receiving information or service, which may involve other departments or work areas.

### Profile 9: Physical Skill and Effort

*This factor describes two elements of physical requirements:*

1. *The physical effort required to perform the job (e.g. sitting, standing, visual attention, lifting, climbing etc.) and;*
2. *The physical skills and dexterity required to perform the job (e.g. easy muscular movements, constant speed and dexterity etc.)*

- Standing, walking, lifting (lifting could go up to 50 lbs).
- May be exposed to extreme heat or cold, depending on outside weather conditions.
- Duties require specific training for work related equipment.

### Profile 10: Working Conditions

*This factor describes the location (e.g. office), physical conditions and physical environment where the job is performed. This factor also describes the risk of injury to the worker performing the job.*

*This factor also describes the frequency and distance of travel required in order to perform the job.*

	Minimal	Moderate	Extreme
Physical Effort		x	
Health Risk		x	
Sensory Required	x		
Mental Stress	x		