



Warehouse Technician Hourly, Non-Exempt

Job Summary: Responsible to accurately receive, move, store and warehouse raw materials and packaging supplies in a clean and sanitary manner according to GMPs. Verify and maintain records of incoming and outgoing materials

Reports To:

- Warehouse Manager

Essential Functions:

- Move levers or controls that operate lifting devices such as forklifts, other industrial trucks, lift beams with swivel-hooks, hoists, or elevating platforms to load, unload, transport, or stack material
- Inspect product load for accuracy and safely move it around the warehouse or facility to ensure timely and complete delivery
- Examine shipment or order contents and compare with records such as batch records, manifests, invoices, or orders to verify accuracy
- Manually load or unload materials from pallets, skids, platforms, lifting devices, or other transport vehicles
- Transfer raw materials and packaging goods between buildings
- Position lifting devices under, over, or around pallet racking, loaded pallets, skids or boxes and secure material or products for transport or storage to designated areas
- Prepare documents, such as work orders, bills of lading, Quality verifications or shipping orders to route materials
- Read outgoing documents such as batch records, orders, or shipping documents and analyze all of the instructions to determine product ingredients, quantities, amounts, specifications, and information
- Examine packages, materials, or products visually or with hands, to ensure conformance to established standards
- Repackage and properly label and mark raw ingredients that have been returned to the warehouse.
- Track movement of materials using a scanner or computer data entry.
- Provide information or indication of problems to management or Quality Assurance
- Assists in other duties as needed and directed

Knowledge, Skills, and Abilities:

- Should be quality oriented and demonstrate attention to detail.
- Should have problem sensitivity and information ordering skills.
- Knowledge of food production and processing, customer service, public safety, and security

Education and Experience:

- Accuracy with arithmetic, subtraction, and decimals.
- Must be able to read and comprehend instructions and hold conversations in English.
- Valid Forklift Certifications applicable to the equipment being operated.

Work Environment and Physical Demands:

- Must frequently lift 50 lbs. or move up to 100 lbs. using pallet jacks.
- Regularly required to stand, walk, pull, and lift. Frequently required to work elevated above the ground.
- Specific abilities required by this job include near vision, depth perception, manual dexterity, and response orientation.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.