

Job Title	Warehouse Technician
Reports to	Warehouse Manager
FLSA Status	Non-Exempt

Position Summary: 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.

1. **Essential Functions and Responsibilities** to ensure the quality and safety of our products will include, but not be limited to:

- i. 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.
- ii. Inspect product load for accuracy and safely move it around the warehouse or facility to ensure timely and complete delivery.
- iii. Examine shipment or order contents and compare with records such as batch records, manifests, invoices, or orders to verify accuracy.
- iv. Manually load or unload materials from pallets, skids, platforms, lifting devices, or other transport vehicles.
- v. Transfer raw materials and packaging goods between buildings.
- vi. 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.
- vii. Prepare documents, such as work orders, bills of lading, Quality verifications or shipping orders to route materials.
- viii. 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.
- ix. Examine packages, materials, or products visually or with hands, to ensure conformance to established standards.
- x. Repackage and properly label and mark raw ingredients that have been returned to the warehouse.
- xi. Track movement of materials using a scanner or computer data entry.
- xii. Comply with the Company SOP's.
- xiii. Provide information or indication of problems to management or Quality Assurance.
- xiv. Maintain work area clean and organized.
- xv. Reports to work regularly and on time.
- xvi. Perform duties safely and to report unsafe conditions or actions.
- xvii. Assists in other duties as needed and directed.

2. **Minimum Qualifications:**

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

3. **Preferred Knowledge, Skills, and Abilities:**

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



- 4. **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.
 - i. Must frequently lift 50 lbs. or move up to 100 lbs. using pallet jacks.
 - ii. Regularly required to stand, walk, pull, and lift. Frequently required to work elevated above the ground.
 - iii. Specific abilities required by this job include near vision, depth perception, manual dexterity, and response orientation.
 - iv. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
- 5. **Work Environment:** characteristic of an FDA regulated manufacturing facility. Personal Protective equipment may be worn in certain situations.
 - i. The employee is regularly exposed to moving industrial trucks, and occasionally to airborne particles, including some allergens.
 - ii. Completion of duties must be done within an allotted time which may create a sense of time pressure to meet deadlines.
- 6. **Direct Reports:**
 - i. None

7. Signatures:
This Job Description is not a contract of employment. 21st Century Healthcare, Inc. maintains an at-will policy of employment. That means that employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either the Company or myself as an employee.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATED HEREIN.

Printed Employee Name	Employee Signature	Date
Printed Supervisor Name	Immediate Supervisor Signature	Date

Revision History:

Revision	2/21/2018 – Initial issue

Prepared By: _____ Date: _____

Reviewed By: _____ Date: _____

QA Approval: _____ Date: _____