



Job Title: Warehouse Helper
Department: Business Department
Reports To: Warehouse Manager
FLSA Status: Non-Exempt
Salary Schedule: MN lane 00

SUMMARY

The Warehouse Helper supports warehouse operations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Participates and assists with deliveries and pickups as needed.

Receives and picks up surplus and other items as directed.

Assists with pulling food and warehouse orders to prepare shipments for delivery.

Performs general upkeep of warehouse as needed and as directed by:

- Sweeping warehouse with large dust mop
- Autoscrubbing warehouse
- Arranging and organizing pallets

Helps prepare surplus items for recycling

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Ability to add, subtract, multiply, and divide in all units of measure.

Ability to apply common sense understanding to carry out essential duties of this position.

Ability to carry out instructions furnished in written, oral, or diagram form.

EDUCATION and/or EXPERIENCE

No specific education or experience required. On the job training is acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS

An active Utah Driver's License is required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit and use fingers and hands to handle. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, work near moving mechanical parts, outside weather conditions, wet or humid conditions (non-weather), and vibration. The employee is occasionally exposed to toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock.

The noise level in the work environment is usually loud such as mechanical equipment and vehicle operations.

Prepared By: Warehouse Manager		Date: 02/22/2018
Approved By: Executive Director, Human Resources		Date: 02/22/2018
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		Date:
		Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	