



## **Warehouse Assistant**

### *Position Description*

**Reports to:** Facilities Manager

**Division/Department:** Production

**Supervises:** None

**Status:** Full Time, Exempt

#### **OVERVIEW**

This position is responsible for helping to manage the flow of equipment and materials stocked throughout the warehouse. They are responsible for receiving and sending equipment to and from the warehouse and must be comfortable working on their feet and drive equipment (forklifts, vehicles).

#### **RESPONSIBILITIES**

- Walk through warehouses, maintain as needed.
- Keep floors swept and clear of trash
- Maintain the organization of equipment on shelves, clean equipment if necessary
- Keep all areas of the warehouse hazard free
- Return any equipment, or supplies to the appropriate place (trash bags, mops, brooms, equipment, dirty clothes, etc.)
- Check restrooms within facilities; make sure they are stock with necessary items.
- Facilities ground maintenance: assists with trash and dumpster maintenance.
- Assist Facilities Manager with daily operations of all warehouse facilities, furniture and assets
- Participate in shipping and receiving of warehoused items
- Assist the Facilities Manager with fleet management and maintenance (washing/cleaning)
- Assist the Facilities Manager with safety and security- to include door and alarm codes
- Assist the Emergency Services Department, as necessary
- Any other duties assigned.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma
- Valid Driver's License
- Excellent written and verbal communication
- Ability to kneel, lift, bend for periods of time
- Ability to carry and lift 50 lbs.
- Flexible to work overtime with minimal notices
- Pass the background check

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

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Warehouse Assistant

Date

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President

Date