

Marble and Granite, Inc.

Job Title: Warehouse worker

Department: Warehouse/Operations

Supervisor:

Summary of Position:

All Warehouse workers are crossed trained to perform all jobs that are necessary to the operation of Marble and Granite. This position could entail shipping, receiving and moving various materials within the warehouse as well as onto trucks. It may also include counting and inventory of various materials such as, slabs, tiles, samples and tools. You must have the flexibility to work until the job is done each day (it will vary due to volume).

The primary responsibility of this position is to safely carry out the required duties of the position within the warehouse environment. The ability to follow directions and to work as part of a team is very important. Courteous behavior to co-workers as well as customers is expected. Attendance is important in the warehouse, you are expected to report to work on time and if you are unable to work you must call your supervisor before the start of your shift and in a timely manner so that work can be scheduled accordingly.

Essential Functions:

Essential functions of a warehouse worker may include but are not limited to the following:

Pulling slabs for trucks and/or customers:

Slabs must be pulled in a safe way to avoid injury and damage to the material. If the material is damaged or broken it must be reported to the sales representative and the supervisor for inventory adjustment.

Loading and Unloading Containers and Trucks:

Containers and trucks must be loaded and unloaded in a safe way using the provided tools. If material is damaged or gets damaged during the moving process it must be reported to the supervisor for proper inventory adjustment.

Pulling Orders for customers:

Customers must be helped in a courteous and timely way in order to provide quality service and materials.

Quality Control/Checking the quality of materials:

Material will be checked against scratches, pits, color variation, thickness and cracks. Any problems will be reported to a sales representative or customer service representative and the supervisor. No damaged product is sent out, no damaged materials is accepted in.

Packing products for shipping (shrink wrapping, boxing, labeling), staging products for loading and/or unloading products onto and off of trucks. Responsible for moving materials to warehouse storage and moving waste to dumpsters.

Clean and maintain work areas

Other duties as assigned

Minimum Requirements:

Education: basic reading, writing and arithmetic skills preferred.

Experience: Prior experience working in a warehouse environment is helpful but not necessary.

Preferred Skills/Qualifications: forklift certification and applicable state certification for truck

Other Skills: -a dedicated, reliable, hard working individual who is safety conscious

Working Conditions:

Working conditions are normal for a warehouse environment. Work involves frequent lifting of materials and product up to 50-60 pounds. You will need to be on your feet and walking during your entire shift. Machinery operations requires the use of safety equipment to include but not limited to: safety glasses, hard hat, gloves, breathing mask and steel toe-shoes according to the specific work duties assigned at that time.

Training expectations: All employees receive training on each of the duties in the warehouse and on all safety procedures. Workers are required to take and pass forklift training.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position. Please note that responsibilities can change depending on the business needs of the company.

