

# AQUASCAPE, INC.

## Job Description



<b>Job Title:</b>	Warehouse Associate – Seasonal Part-Time		
<b>Department:</b>	Warehouse		
<b>Reports to:</b>	Director of Warehouse Operations		
<b>Type of position:</b>	Hourly	<b>FLSA Status:</b>	Non-exempt

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Order-picking
  - Pull and prepare product/orders for shipment
  - Ensure accuracy of product being loaded and shipped, both quantity and sku
  - Meet customer service standards
  - Walk throughout the warehouse picking product with manual pallet jack from shelving and racking
- Loading and Unloading trucks
  - Efficiently move product from staging and/or storage areas into rail cars or trailers
  - Manually unload cartons of product from trailers - containers and stage onto standard warehouse pallets
  - Load, unload, move, stack, and stage product and materials using a reach truck, forklift, electric pallet jack and manual pallet jack
- Assembly
  - Assemble component bags and pond kits
- General duties and responsibilities
  - Maintain a clean, neat and orderly work area
  - Sweep warehouse floor daily at the end of shift
  - Assist in maintaining the security of the warehouse
  - Conduct operations in a manner that promote safety
  - Comply with OSHA and MSDS standards

### REQUIRED QUALIFICATIONS

- 16-years or older
- Ability to communicate with coworkers and office staff
- Physically able to bend and reach to pick orders throughout the day
- Ability to stand/walk, stoop, bend, kneel, reach overhead and below throughout the duration of a shift
- Must regularly lift and/or move objects up to 10 pounds, frequently lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds (with assistance)

*Job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*