

AQUASCAPE, INC.

Job Description



Job Title:	Warehouse Associate		
Department:	Warehouse		
Reports to:	Director of Warehouse Operations		
Type of position:	Hourly	FLSA Status:	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
 - Perform picking duties in an efficient manner
 - 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
 - Reaching and lifting performed regularly when unloading trucks and containers
- Equipment
 - Load, unload, move, stack, and stage product and materials using a reach truck; forklift; electric pallet jack and manual pallet jacks
 - Maintain the facility's equipment and materials in a neat, clean, and orderly fashion
- Assembly
 - Perform duties such as taping cartons; assemble component bags; assemble pond kits
 - Bending; walking; stretching; lifting; pushing; pulling; standing and taping are some of the activities performed in the assembly department regularly
- 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 promotes safety
 - Comply with OSHA and MSDS standards

REQUIRED QUALIFICATIONS

- 18-years or older
- 1-3 years direct experience in similar position
- Ability to communicate with coworkers and office staff
- Willing and able to work weekends when necessary
- 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