

AQUASCAPE, INC.

Job Description



Job Title:	Warehouse Associate		
Department:	Warehouse	Reports to:	Warehouse Manager
Type of position:	Hourly Wage	FLSA Status:	Non-exempt
ESSENTIAL DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none">• Order-picking<ul style="list-style-type: none">○ 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<ul style="list-style-type: none">○ 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 preformed regularly when unloading trucks and containers• Equipment<ul style="list-style-type: none">○ 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<ul style="list-style-type: none">○ 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 preformed in the assembly department regularly• Safety<ul style="list-style-type: none">○ Assist in maintaining the security of the warehouse○ Conduct operations in a manner that promotes safety○ Comply with OSHA and MSDS standards			
ADDITIONAL DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none">• Maintain a clean and orderly work area<ul style="list-style-type: none">○ Sweep warehouse floor daily at the end of shift, as requested• Participate in company events, as requested• Perform other duties as assigned			
REQUIRED EDUCATION/EXPERIENCE/PROFICIENCIES			
<ul style="list-style-type: none">• Physical activity requiring bending, reaching, pushing, pulling, walking and standing for an 8-hour shift• Ability to communicate with coworkers and warehouse staff• 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)• Attention to detail• Availability to work weekends or overtime when necessary			
PREFERRED EDUCATION EXPERIENCE			
<ul style="list-style-type: none">• 18-years or older• Previous experience in a warehouse environment• Experience operating warehouse equipment			
<i>Job Description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the position. All offers will be contingent upon the successful completion of a drug and background test.</i>			