

JOB DESCRIPTION

Storeroom Floorperson II

Summary

To assist in the operating of the storeroom by issuing and receiving all equipment and supplies.

Principal Working Relationships

- Supervisor – Storeroom Supervisor
- Factory employees
- Storeroom Staff
- Others as needed

Essential Job Duties

- Unload chemical trucks
- Assist in continuous improvement activities
 - ▶ Organize Farm, Mud House, and Level 39 as needed
 - ▶ Use forklift to move materials
- Issue materials
 - ▶ Use Panatracker as needed to issue material
 - ▶ Issue material upon request – Panatracker, issue slip, or tool receipt must be prepared for all material taken from the storeroom with amount, date, where used, and initialed by the user
 - ▶ All company tools assigned must be logged in the tool book
- Inventory
 - ▶ Inventory material assigned by Storeroom Supervisor
 - ▶ Recount variance as assigned
 - ▶ Advise of items out of stock that need to be ordered
 - ▶ Assist in Storeroom Operating Report
- Freight
 - ▶ Unload freight
 - ▶ Sign for freight
 - ▶ Check in freight
 - ▶ Forklift certified
- Kitting
 - ▶ Create kits and store them in correct locations
 - ▶ Deliver kits and material to work site
- Retrieve and issue parts as required
- Tag and stock incoming parts as assigned
- Keep work area clean
 - ▶ Mop and sweep floors
 - ▶ Dust shelving
 - ▶ Empty garbage
- Go to Level 39, Mud House, and Farm as needed
- Assist with using Fastenal machines
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs
- Develop new skills of self and others through training
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, and operational problems, and unsafe conditions to supervisor
- Assure that all work areas are kept clean within the food safety, feed safety, and sanitation guidelines
- Use people, time, equipment, and material in the most efficient manner
- Good attendance, safety, disciplinary, and overall employment records
- Other duties as required by the business.

Qualifications

- High school education or equivalent
- Basic computer skills
- Should be motivated, willing, enthusiastic, and promotable
- Good attendance, safety, disciplinary, and overall employment records
- Ability to communicate, comprehend, and work cohesively with others
- Demonstrated leadership and judgment
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

Physical Demands and Expectations

- Able to stand or walk on concrete floors for an entire eight hour shift if necessary
- Able to bend and lift – 20 to 100 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date