



Position Description

Title: Warehouseman
Department: Warehouse
Reports To: Warehouse Manager
Supervises: N/A

FLSA: Non-Exempt
Effective: Reviewed 9.2022

Position Summary

To pick, put-away and replenish paper, janitorial and restaurant supplies in the warehouse, and all related duties.

Essential Functions

1. Pick product for orders.
2. Put-away newly received product.
3. Replenish and move product.
4. Repack product.
5. Ensure that safe, accurate, prompt and professional service is rendered at all times.
6. Successfully communicates with customers and other employees.
7. Performs pre-safety check and inspection and preventive maintenance of warehouse equipment, ensuring proper and safe operation prior to starting assigned shift.
8. Communicate with management whenever necessary.
9. Obtain appropriate signatures to verify receipt of delivery for will call orders.
10. Other duties as assigned.

Knowledge, Skills and Abilities

- Must have a valid equipment training if lift operator.
- Ability to understand and follow both oral and written instructions.
- Perform mathematical calculations using basic addition, subtraction, multiplication, and division.
- Obtain appropriate signatures to verify receipt of items delivered.
- Maintain and adhere to warehouse operations schedule.

Abilities/Physical Demands

The abilities and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk.

The employee will frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.