



## Job Description



### *Charles C. Parks Company*

**JOB TITLE:** Warehouse Worker  
**DEPARTMENT:** Warehouse/Transportation  
**REPORTS TO:** Warehouse Supervisor  
**GRADE:**  
**FLSA STATUS:** Non-exempt  
**DATE PREPARED:** January 1, 2017  
**DATE REVISED:**

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The Warehouse Worker supports Charles C. Parks Company's goals, values and philosophy by exhibiting the following behaviors: excellence, quality service, commitment and accountability. As a member of the Charles C. Parks Company team, performance includes demonstration of the following accountabilities: communication, teamwork and job knowledge.

#### **POSITION SUMMARY**

Under close supervision the Warehouse Worker selects the customer order, packs order for shipment and loads order on delivery trailer. This position also maintains a neat, orderly work area.

#### **PRIMARY DUTIES AND RESPONSIBILITIES** include the following:

1. Selects customer orders, reading description, pack size and slot numbers.
2. Packs customer orders properly so as not to damage order during delivery.
3. Tags customer orders correctly to ensure delivery to correct store.
4. Loads customer orders on delivery trucks.
5. Maintains clean and safe work environment ensuring warehouse is clear of trash and boxes.
6. Replenishes stock in various departments for ease of order selection.
7. Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

None

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE**

High school diploma or GED is preferred; and/or equivalent education or experience in job related activities is required.

#### **OTHER SKILLS**

Ability to lift up to 60 pounds; tow motor/fork lift certification and license; ability to stoop, kneel, reach, handle, stand, walk, see, speak, hear; ability to speak, read and write in English; good problem-solving skills; manual dexterity; good oral communication skills; ability to learn to operate machinery.

#### **WORK ENVIRONMENT**

Position is in a warehouse setting that involves associated risks or discomforts requiring safety precautions.

**APPROVAL**

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Name/Title

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Date

**EMPLOYEE SIGNATURE**

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Name/Title

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Date

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*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.*