



Engineering Services & Products Company

Job Title: Fulfillment Worker
Department: Fulfillment
Reports To: **Distribution Manager**
FLSA Status:
Prepared By:
Prepared Date:
Approved By:
Approved Date:

Summary

The individual in this position reports to the Distribution Manager and is responsible for completing warehouse fulfillment or material handling tasks as assigned.

Essential Duties and Responsibilities

- Move material and/or goods from one location to another as indicated by the MQR, or by other instructions.
- Package material for shipment or for customer pickup as indicated by instructions.
- Perform minor assembly or disassembly tasks to prepare material goods for shipping or for customer use.
- Measure, cut, and package material as needed for shipment.
- Construct pallets, boxes, and other shipping containers.
- Keep records and update paperwork/computerized systems to indicate material or order status.
- Performs other duties as assigned.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of general material handling practices and safety procedures.
- Ability to operator material handling equipment including forklifts, pallet jacks, banders, hoists, lifting equipment and hand tools
- Skilled in material handling techniques
- Ability to read and follow written and verbal instructions
- Ability to locate stock on shelves using company locating systems
- Ability to lift up to 50 pounds
- Ability to maintain work orders

Education and/or Experience

- High School Diploma or equivalent
- Forklift Certification
- Must have communication skills appropriate for the job
- Ability to follow instructions
- Must be able to work with minimal supervision

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Physical Demands

The 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 continuously stand, walk, use hands, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to communicate and listen to co-workers and is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. In addition to the lifting the job requires various carrying, pushing/pulling, kneeling, crawling and squatting.

Additional Training

Continuous training in warehouse and safety procedures, and certification in the operation of heavy equipment as needed.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to wet and/or humid conditions, moving mechanical parts variously, in hot, humid, dry, dusty, and cold conditions inside the building. The noise level in the work environment is usually moderate.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that Engineering Services & Products Company may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

