

**Position:** Material Handler

**Approved By:** Adam Plouffe

**Reports to:** Production Team Leader

**Date:** May 1, 2018

### **Summary:**

Performs an array of functions that may include accepting and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing, and retrieving products in the warehouse or yard. Maintains and operates all authorized equipment to perform all jobs.

### **Responsibilities and Duties:**

- Matches paper work with product to ensure accuracy in the order.
- Sorts, packs, crates and packages materials and finished products.
- Operates forklift, and overhead crane.
- Moves materials and finished products to staging areas.
- Identifies, marks, and places materials according to established procedures.
- Sorts metal sheets and parts, scrap metal and other materials.
- Transports raw materials and finished products throughout the plant manually or using powered equipment.
- Updates location of materials.
- Stores material in designated storage areas.
- Adjusts storage areas according to production and shipping requirements.
- Maintains records and signs off on all work completed.
- Operates a computer to maintain inventory of warehouse materials as required.
- Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs.
- Co-ordinates work activities with fellow employees, as and where necessary.
- Complies with Safe Work Procedures and ISO Standards.
- Maintains a clean, organized, and safe work area.
- Complete 5S requirements for department.
- Identifies and reports any and all unsafe work conditions or situations.
- Recommends measures or actions to improve productivity and product quality.
- May perform other tasks as assigned.

### **Critical Skills and Abilities**

- Knowledge of decimals and fractions
- Ability to read tape measure and caliper
- Basic computer skills
- Planning, organizing, time management, and adaptability