



Crushing Equipment Solutions Job Description

General Warehouse

Job Code: 051

FLSA Classification: Non-Exempt

Job Specific Task ID: 5

Reports to: Assistant Manager or Manager

Updated: 8-2022

Position Summary:

The General Warehouse worker is responsible for following established procedures while carrying out various functions as assigned in a manner that reflects the company's vision of working as "One Professional Team."

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Processes customer and shop credits
- Performs various housekeeping tasks to ensure work areas are clean and free of safety hazards
- Checks orders for accuracy
- Works cooperatively with fellow team members to accomplish warehouse/parts goals
- Follows all safety rules and regulations when completing job responsibilities
- Calls to schedule pick ups
- Effectively interfaces with internal and external customers
- Pulls parts according to customer and shop orders and delivers parts to packing area
- Identifies the required delivery method and packs parts accordingly
- Prepares freight for delivery by shipper, secures to pallet, and completes shipping paperwork
- Receives shipments, including verifying accuracy of parts and quantity
- Inventories parts by verifying parts and quantities against system inventory
- Places parts on shelves
- Fills emergency back orders and delivers to proper location
- As needed, drives parts to designated location
- Moves parts and materials with a forklift
- Assembles hoses as a secondary function
- Conducts core inspections as assigned
- Other duties as assigned by manager

Competencies:

- Ability to multi-task in a fast-paced environment
- Ability to operate a motor vehicle
- Basic familiarity with a computer keyboard and computer screens

- Ability to navigate through menus and options

Supervisory Responsibilities:

- None

Work Environment:

- Noise: Loud
- Indoors and Outdoors

Physical Demands:

- Standing
- Walking
- Talking
- Use of Hands
- Hearing
- Squatting/Kneeling
- Ability to ascend/descend ladders, stairs, etc.
- Heavy work that includes lifting and/or moving objects up to 94 pounds or more

Required Education and Experience:

- High School Diploma or GED
- Ability to operate a forklift
- Basic familiarity with light industrial equipment including saws, hoisting equipment, and hose presses

Additional Eligibility Requirements:

- Motor vehicle license
- Must pass all required pre-employment screenings which may include but are not limited to background checks, drug/alcohol testing, fit for duty testing, and any other job-related tests/screenings

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

Crushing Equipment Solutions LLC. is an EEO/AA/Veterans/Disabled employer.