



**Classification:** Non-exempt  
**Reports to:** Purchasing Manager  
**Location:** Atlanta

**Title:** Warehouse Worker  
**Salary Family/Range:** hourly  
**Date:** 5/31/2017

### **Summary/Objective**

To plan, oversee, and participate in the facility's office, and warehouse operations, and maintenance activities. Provide direction to Vendors, Customers both internal and external.

### **Essential Functions**

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

1. Perform assessments of condition of grounds, and building - reporting any concerns to the Facility Supervisor. Oversee and maintain facility's cleanliness of grounds, and building
2. Facility security
3. Control waste/dumpsters
4. Plan, oversee and participate in the warehouse operations and activities: receive, process and issue warehouse stock for crews, customers, suppliers, and our International teams.
5. Receive, identify, mark and place materials sent to the warehouse according to established procedures assuring stock and warehouse facility is well labeled/identified, and maintained in a safe, clean and orderly condition.
6. Process requisitions for supplies; prepare materials/supply's for delivery; prepare packages for shipping according to established procedures for both domestic and International
7. Ensure all packing slips and received paperwork is electronically transmitted to Purchasing in NY Manage Inventory quality by 1st in/1st out following any processes/procedures.
8. Learn, and understand material labels, descriptions, and how to identify damaged/or poor quality
9. Maintain a variety of records, files and reports.
10. Maintain records of stock and order supplies as necessary, following the purchasing policy
11. Follow Inventory taking practices and process
12. Minor facility and grounds maintenance
13. Contribute towards the improvement of processes, and methods to become more efficient, and save money. Operate a variety of warehouse equipment and vehicles
14. Receive and distribute crew paperwork to appropriate office UPS/FedEx/Postal Service shipping and receiving.
15. Pick up and deliver items to other locations as needed

### **Competencies**

1. Ability to Follow and enforce safety policy
2. Capable of working independently
3. Capable of communicating efficiently, written and verbal.
4. Understanding of inventory systems
5. Capable of learning new tasks quickly

### **Work Environment**

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment can be loud.

### **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.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



**Title: Warehouse Worker**

**Expected Hours of Work**

This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m. with weekends and travel expected. However, hours may vary.

**Travel**

Local Travel may be required.

**Required Education and Experience**

High School or High School Equivalency with some Warehouse or inventory experience

**Preferred Education and Experience**

OSHA 10

**Additional Eligibility Qualifications**

Must possess a valid and appropriate enhanced state driver's license prior to employment and or passport/passport card. Additionally, a clean driving history is required.

**Work Authorization/Security Clearance**

Atlanta Badge  
15-year background clearance

**AAP/EEO Statement:**

Hi-Lite is an EEO Company. It is the policy of Hi-Lite to prohibit discrimination and harassment of any type and to afford EEO to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Hi-Lite complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Hi-Lite's EEO policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**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.

**Signatures:**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_