JOB DESCRIPTION

| **TITLE** | WAREHOUSE WORKER | | |
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| **Reports To** | [Insert Title] | | |
| **Category** | PERMANENT/TEMPORARY FULL-TIME/PART-TIME | **Date** |  |

**Job Purpose**

The **Warehouse Worker** receives, unpacks, arranges, and stores goods in warehouses, as well as gathers, packs, prepares, and loads items for dispatching. They also inspect stock for damage and wear, report faults and discrepancies to appropriate parties, and mark and label stock.

Furthermore, the Warehouse worker must keep the workplace clean and tidy at all times, and follow all applicable safety rules, regulations, policies, and procedures.

This position is expected to be able to follow instructions and work in a systematic manner. An excellent warehouse worker is hardworking, focused, and has exceptional problem-solving abilities.

**Duties and Responsibilities**

Overall Responsibilities:

* Process order requests.
* Maintain the cleanliness, tidiness, and safety of the workplace.
* Load and unload delivery vehicles.
* Accept inventory delivery.
* Count and confirm inventory.
* Inspect inventory for damage and flaws.
* Notify relevant parties of errors.
* Mark and label stock.
* Keep inventory in an easily accessible location.
* Loading and wrap loads on pallets
* Load construction using a forklift and an electric pallet jack.
* Other duties as assigned.

**Qualifications**

* High school diploma or equivalent.
* Minimum of XX years of experience as a Warehouse Worker.
* Outstanding knowledge of warehouse techniques.
* A valid driver's licence.
* Good writing and verbal communication skills.
* Comprehension of quality standards and health and safety regulations
* Outstanding organizational and time management abilities
* Valid forklift licence (can be obtained on the job)

**Working Conditions**

* Work Shift: [Insert Standard Days and Times]
* Overtime may be required.
* Location: Warehouse (subject to hot and cold conditions, depending on the season)
* Sitting, standing, and walking, sometimes for long periods.
* Occasional climbing, bending, pushing/pulling, lifting up to X pounds.
* COVID-19 Protocols: [insert company policy]