**Warehouse Staff**

Warehouse Staff will increase operational efficiency, company profitability and customer satisfaction by accurately and safely receiving and storing materials, processing incoming and outgoing shipments, or delivering complete and on-time orders and requests to the company’s customers.

**Job Duties**

**Safety Awareness**

* **Upholds highest safety standards –** Complies with all legal and company safety policies.
* **Identifies safety issues and problems -** Detects hazardous working conditions and safety problems; checks equipment and/or work area regularly. Practices height safety.
* **Takes corrective action -** Reports or corrects unsafe working conditions; makes recommendations and/or improves safety and security procedures; enforces safety regulations and procedures.

**Learning and Adaptability**

* **Understands** the need for continued work-related education.
* **Applies** skills or knowledge from educational and learning opportunities.
* **Versatility.** Knows that work is subject to change and can perform all job-related functions; reacts positively and quickly to change.

**Contributing to Team Success, Planning and Organizing, Building Trust, and Partnerships with Customer Focus**

* **Subordinates own area's goals and facilitates goal accomplishment -** Places a higher priority on organization's goals than own personal goals; contributes to help the team accomplish its goals.
* **Operates with integrity and models commitment -** Demonstrates honesty and keeps commitments, while adhering to the team's expectations and guidelines.
* **Supports, involves, and informs others on the team -** Treats others with fairness and respect; listens to others in team decisions and actions, and shares information with others on the team.
* **Discloses own position while remaining open to ideas -** Shares thoughts and feelings so that others understand personal position; considers others' ideas and opinions even when they conflict with their own.
* **Prioritizes and stays focused -** Identifies more critical and less critical activities and assignments; uses time effectively and prevents distractions from interfering with work completion.
* **Seeks to understand and educate customers -** Actively seeks information to understand customers' circumstances, and shares information and knowledge with the customers.
* **Establishes S.M.A.R.T. goals** in line with company goals and values. Implements action plans with timelines with deliverables and measure results.
* **Builds relationships –** Learns the value of relationships and views building relationships as a critical success tool.

**Meeting Participation**

* **Clarifies the situation -** Seeks and gives accurate and timely information; makes appropriate suggestions; works to reach agreement; possesses good listening skills; participates in discussions.
* **Participates in meetings -** On time, and alert.
* **Understands communication** from others and responds appropriately.

**Work Standards**

* **Establishes criteria** and/or work procedures to achieve positional goals with a high level of quality, productivity, or service.
* **Accepts accountability.** Takes responsibility for successful completion of job responsibilities.
* **Follows procedures -** Takes action; notifies others of quality issues as appropriate, ensures as little down time as possible.
* **Energetic and purposeful -** Maintains a strong work pace; focused on overcoming obstacles to achieve goals.

**Quality Orientation**

* **Follows procedures -** Accurately and carefully follows established procedures for completing work tasks.
* **Ensures high-quality output –** Oversees personal and team job processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
* **Takes action -** Initiates action to correct quality problems and notifies others of quality issues as appropriate.

**Perform other duties as assigned. Adhere to the rules and regulations as set forth in the Employee Handbook.**

**Job Requirements**

* **Education:**
* High school diploma/GED required
* **Experience:**
	+ Minimum 1-3 years in physical labor or customer service position
* **Skills:**
	+ Ability to lift up to 50lbs