

Rhodes International, Inc.

Job Description

Job Title: WI Warehouse Worker
Department: WI Warehouse
Reports To: Warehouse Supervisor
FLSA Status: Non-Exempt
Revised By: Katie Dockstader and Theresa Dew
Prepared Date: 04/05/2012; **Revised:** 7/6/2022
Approved By: Erik Lehnardt
Approved Date: **August 25, 2022**

Summary

The WI Warehouse Worker is responsible for operating a forklift or other material handling equipment to receive, store, and distribute product, materials, and equipment within the Facility. The WI Warehouse Worker is accountable and responsible for the safe and efficient operation of equipment; Assembles orders to guarantee outbound orders are accurate; Maintains accurate records for all orders and ensures proper product rotation.

Key Performance Indicators

An Employee in this position will know that they are performing their job well when they accomplish these objectives.

- Strives to have an outward mindset and recognizes needs and offers support to the Rhodes team.
- Achieves proficiency in the essential duties and responsibilities as defined below.

Essential Duties and Responsibilities

Essential duties and responsibilities are listed below. Other duties may be assigned.

Order Assembling Duties

- Reads the production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed.
- Organizes order assembling area to ensure proper and efficient product selection.

WI Warehouse Worker

- Weighs or counts items for distribution within plant to ensure conformance to Company standards.
- Fills requisitions, work orders, or requests for materials, tools, or other stock items and distributes items to production Team Members or production line.
- Verifies the bin location, product information, and quantities of order; Pulls customer orders from stock; Assembles orders on pallets according to pallet dimensions; Examines pallets and product for damages or defects; Marks products with identifying information; Secures pallet for transportation.
- Transports materials or products from loading docks or production areas to storage or other designated areas in a safe manner.

Loading/Unloading Duties

- Unloads inbound shipments according to Company quality and receiving procedures; Ensures there is enough space in storage containers to receive bulk ingredients; Transports product in a safe manner to the correct storage location; Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as date, size, type, or product code.
- Sorts and stores perishable goods in refrigerated rooms.
- Loads outbound shipments according to the load plan and load requirements of the vehicle/trailer.
- Reviews all order sheets before loading for any special instructions or changes; loads pallets in the correct stop sequence.
- Ensures all inbound and outbound shipments are accurate and free of damage; Reports all quality variances to the WI Warehouse Supervisor.

Record Keeping

- Records and enters the amount of materials or items received or distributed into the Warehouse Management System.
- Prints the Bill of Lading for each order; Organizes BOLs according to stop sequence; Attaches seals to BOLs and gives a copy to the Truck Driver.

WI Warehouse Worker

Inventory Duties

- Keeps appropriate records and reports to guarantee that tight inventory controls are maintained; Ensures proper stock rotation.

Equipment Operation and Maintenance

- Always performs an equipment inspection before operating any equipment.
- Inspects equipment at the end of each shift for damage or defects; performs minor maintenance as necessary.
- Always operate equipment in a safe and efficient manner following prescribed work methods.
- Charges equipment daily or as needed.

Quality and Safety

- Works in a safe and productive manner; Abides by all processes of the Job Safety Analysis (JSA); Stays aware of surroundings and watches out for coworkers; Complies with OSHA and MSDS standards.
- Maintains a clean, neat, and orderly work area at all times to avoid hazards.
- Remains aware to potential accident and health hazards; Notifies the WI Warehouse Supervisor or Safety Manager, or Production Team Lead of all potential risks immediately; Maintains good housekeeping throughout the facility.
- Participates in and supports Rhodes' Continuous Improvement program.
- Wears all required personal protective equipment (PPE) including bump caps, eye protection, hearing protection, gloves, and safety-toe protective footwear as required by industry safety standards or as deemed necessary by the Company safety policy and procedure.

General Warehouse Duties

- Informs all drivers of pertinent information that pertains to Rhodes shipping procedures.

WI Warehouse Worker

- Prepares crates, boxes, or similar parcels for shipping.
- Notifies the WI Warehouse Supervisor or Production Team Lead of all accidents involving product or equipment immediately.
- May be asked to drive the yard spotter truck to move drop trailers in and out of the dock doors.
- Assigned to or assists in other departments or areas of the plant when warehouse activities are slow and/or complete.
- Communicates any important information to the WI Warehouse Supervisor, Production Team Leads, and oncoming Warehouse Workers.
- Is consistently on time and at work onsite at the Rhodes' production/warehouse facility (unless other arrangements, such as an approved offsite job training, etc. are made); Is attentive to work duties while at work; Ensures work responsibilities are covered when absent.
- Required to work overtime when requested to do so. Overtime may be required when needed to finish loading or unloading trucks, to cover for other employees absent from work, to meet customer expectations, etc. Advanced notice will be provided when possible. The Company cannot guarantee that any overtime will be available.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: A high school diploma or general education degree (GED) preferred; minimum of two (2) months experience driving a forklift preferred; and at least one (1) year working in a warehouse preferred; or combination of education and experience.

WI Warehouse Worker

Certificates and Licenses:

- Has been trained and is proficient or is willing to train and become proficient in Continuous Improvement initiatives.
- Must successfully complete the Company's Forklift Operator Certification training course and exam and re-certify every three (3) years.
- Must have a valid WI State Driver's License; A CDL is preferred.

Language Skills: Ability to speak and understand English in a manner that is sufficient for effective communication with Supervisors, Team Leads, and co-workers based on the assumption that such individuals can only speak and understand English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence; Ability to complete forms.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual needs to be able to use basic computer equipment and software applications. Must have the ability to record and retrieve data on computer tablets throughout the warehouse. Must be comfortable operating touch screens on various equipment. Should have knowledge of Microsoft Office and Teams, Internet software, and Inventory software.

Other Skills and Abilities:

- Willing to participate in and support the Company's culture building initiatives such as maintaining an Outward Mindset as taught through Arbinger principles.

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

WI Warehouse Worker

While performing the duties of this job, the Employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The Employee is occasionally required to sit; reach with hands and arms; climb or balance and stoop, kneel, or crouch.

The Employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly exposed to fumes or airborne particles. Must be able to work around flour dust. The Employee is exposed to extreme cold temperatures throughout the shift working in and out of the freezer storage area. The Employee is occasionally exposed to extreme heat, wet and/or humid conditions; moving mechanical parts; high, precarious places; chemicals; outside weather conditions; and vibration. The noise level in the work environment is usually moderate.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual Competencies

- Analytical – Collects and researches data; Uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Assists in developing alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Competencies

- Interpersonal Skills – Displays a cooperative spirit; Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Asks for others' ideas and demonstrates consideration of others as important Team Members; Keeps emotions under control; Remains open to others' ideas and tries new things; Maintains an outward mindset.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive Team spirit; Offers solutions to Team problems, not complaints; Puts success of Team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Written Communication – Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Organizational Competencies

- Business Insight –Understands business implications of decisions; Displays orientation to profitability.
- Cost Consciousness – Offers suggestions for cost saving measures; Conserves organizational resources.
- Diversity – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Respects diversity; Promotes a harassment-free environment.
- Ethics - Works ethically and with integrity; Treats others with respect; Inspires the trust of others; Upholds organizational values.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Accepts feedback from others.
- Organizational Support - Follows policies and procedures; Completes administrative tasks, when applicable, correctly and on time; Supports organization's goals and values.

WI Warehouse Worker

- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Strives to improve efficiency.

Self-Management Competencies

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Is attentive to work duties while at work; Ensures work responsibilities are covered when absent; Arrive at meetings and appointments on time.
- Dependability - Follows instructions, responds to Management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks correctly and on time or notifies appropriate person with an alternative plan; Commits to long hours of work when necessary to reach goals.
- Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.
- Quality – Must be detail oriented; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies

WI Warehouse Worker

feedback to improve performance; Monitors own work to ensure quality; Strives to improve personal performance.

- Quantity - Meets productivity standards; Completes work in a timely manner; Must be able to multi-task; Works efficiently; Strives to increase productivity.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Certification

Employee Signature: _____

Printed Name: _____ Date: _____

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Signature: _____

Printed Name: _____ Date: _____

I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.