

JOB DESCRIPTION

Storeroom Floorperson III

Summary

This position assists in the operating of the storeroom by issuing and receiving all equipment and supplies

Principal Working Relationships

Supervisor - Storeroom Supervisor

Factory Employees

Storeroom Staff

Others as needed

Essential Job Duties

- Issue materials:
 - Use Panatracker as needed to issue material
 - Issue material upon request - Panatracker, issue slip, or tool receipt must be prepared for all material taken from the storeroom with amount, date, where used, and initialed by the user
 - All company tools assigned must be logged in the tool book
- Inventory
 - Inventory material assigned by Storeroom Supervisor
 - Recount variances as assigned
 - Advise of items out of stock that need to be ordered
- Kitting
 - Create kits and store them in correct locations
- Retrieve and issue parts as required
- Tag and stock incoming parts as assigned
- Keep work area clean
 - Mop and sweep floors
 - Dust shelving
 - Empty garbage
- Go to Level 39, Mud House, and Farm as needed
- Assist with using Fastenal machines
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs
- Develop new skills of self and others through training
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, and operational problems, and unsafe conditions to supervisor
- Assure that all work areas are kept clean within the food safety, feed safety, and sanitation guidelines
- Use people, time, equipment, and material in the most efficient manner
- Good attendance, safety, disciplinary, and overall employment records
- Other duties as required by the business.

Qualifications

- High school education or equivalent
- Basic computer skills
- Should be motivated, willing, enthusiastic, and promotable
- Good attendance, safety, disciplinary, and overall employment records
- Ability to communicate, comprehend, and work cohesively with others
- Demonstrated leadership and judgment
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

Physical Demands and Expectations

- Able to stand or walk on concrete floors for an entire eight hour shift if necessary
- Able to bend and lift – 20 to 100 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions
- Able to work on rotating shifts up to six days per week if necessary. A normal shift will consist of eight hours with a scheduled sixth day every four weeks

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date