

# JOB DESCRIPTION

## Storeroom Floorperson III

### Summary

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

### 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
- Complete administrative tasks, duties, and reports as required in a timely manner
- 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
- Demonstrated leadership and judgment
- Organized with excellent time management skills
- Ability to communicate effectively and work cohesively 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 up to 50 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions

### Acknowledgement

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

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Print Name

Signature

Date