



Position Title	Warehouseman	Position Code		Eff. Date	2023
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Job Title: Warehouseman
Department: Operations
Location: San Bernardino, CA aka. FON
Reports To: Distribution Center Supervisor
FLSA Status: Non-Exempt
Date : May 2023

Position Summary: To fill customer orders accurately within customer expectations while maintaining a safe working environment.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Shipping, receiving, organizing and storage of all finished goods and supplies.
- Train and learn all shipping and receiving functions in Oracle.
- Ensure all inbound and outbound shipments are properly processed in the system.
- Ensure proper pulling, palletizing, banding and labeling of products and ensure that weight limits are not exceeded on loads.
- Inspect and verify shipments for item accuracy and correct counts.
- Conducting counts on all finished goods inventory on a regular basis including daily cycle counts and annual company physical inventory.
- Ensure proper maintenance and cleanliness of warehouse, office and equipment including forklifts.
- Operating a forklift as a certified operator safely.
- Keep familiar with all company policies, safety policies, procedures, and company products.
- Provide and maintain excellent customer service to all customers and vendors.

Additional Job Requirements:

- Basic math skills.
- Basic computer skills.
- Ability to communicate both verbal and written.
- Ability to follow directions, meet deadlines and work under pressure.
- Ability to proactively problem solve and think logically.
- Must successfully pass a pre-employment physical, drug screen and background check.
- Must have transportation to and from work daily as scheduled.
- Ability to work well with others and receive constructive feedback with a positive attitude.
- Bilingual not required but desired.

Education / Experience:

- **Degree:** High School or equivalent.
- **Years of Experience:** Prior experience preferred but not required.

Competencies:

Core Competencies: Fostering Teamwork; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Personal Credibility

Organizational Competencies: Initiative; Developing Others; Influencing Others



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Licenses / Certifications:

- Certification for Class VI Forklifts preferred.

Physical Requirements:

- Ability to stand for long periods of time.
- Ability to reach, bend, pull and lift 50lbs.

Work Conditions:

Environment: Warehouse

Travel: None

- Employee must be able to work in a Distribution Center Warehouse Environment. This may be cold in the winter and extremely hot in the summer.
- Steel toe boots/shoes required.
- The noise level in the work environment is usually moderate.

Employee Acknowledgement

I have read and understand all of the above. I have reviewed the accountabilities for which I am responsible, as well as the minimum requirements of this position with my Supervisor or Human Resources. I understand that this document does not create an employment contract and that I am employed on an "at will" basis. In addition, I understand that it is my responsibility to regularly review (at least annually) the Accountabilities and Qualifications listed above as they will be utilized, in conjunction with other information, in the determination of salary grades, setting performance objectives, establishing training and development needs as well as other Human Resource activities.

Employee _____

Date _____

Supervisor _____

Date _____