# GENERAL INFORMATION

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| **Job Title**: Warehouse Lead | **Exemption Status**: Non-exempt/Hourly |
| **Department:** Operations | |

# POSITION SUMMARY

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| **The Position Summary describes the overall function of the job, which is described in three to five sentences.** |
| The person in this role is responsible for loading and unloading product, keeping the warehouse organized, monitoring and maintaining inventory and helping to make deliveries. |

# JOB RESPONSIBILITIES

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| * Deliver Orders on time to Customers. * Check all orders for correct quantity and items at delivery * Properly Load and Strap down items * Assist with Picking orders and checking them for accuracy * Help to keep the warehouse clean and safe * Set-up and confirm delivery times * Complete Daily Driver’s Log * Maintain Upkeep of the truck – cleaning and scheduled maintenance * Assisting the counter with the loading of customer orders * Assist with Processing Transfers * Assist in stocking and organization of warehouse * Customer Service both on the road and on property * Unloading and loading product with incoming freight * Processing IFTA reporting for Warehouses |

# KNOWLEDGE, SKILLS, ABILITIES & WORKING CONDITIONS

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| * Must be dependable, self-motivated and have a strong work ethic * Must be able to read and write daily correspondence * Must be able to interact on a daily basis with customers * Positive Attitude * Ability to work in inclement weather loading and unloading product from truck * Ability to work extended hours if needed * Multi-tasking |

# QUALIFICATIONS – EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

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| * High School Diploma or Equivalent * Minimum Class C – Non-CDL Driver’s license * Must be able to Pass a Physical and be issues a Medical Card * Clean driving record * Must be able to pass a pre-employment drug test * Forklift Certification * Understanding of DOT laws |

# BENEFITS

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| **The Benefits are what the company offers full-time employees at time of hire.** |
| * Medical, Dental, and Vision Insurance from Day 1 * Life Insurance and LTD – employer paid * 401K with a match after 90 days * 120 hours of Paid Time Off |