



Republic Plastics

Position Title: Warehouse Lead
Department: Warehouse
Reports to: Warehouse Supervisor
FLSA Status: Nonexempt
Shift: 8 - 12 hour shift duration
Revision Date: 10/18/2017

Position Summary:

The Warehouse Lead works at the direction of the Warehouse Supervisor to assist in the supervision and coordination of the daily activities of associates in the Warehouse department. The Warehouse Lead works closely with, and at the direction of, the Warehouse Supervisor to ensure that the company safely and efficiently produces the highest quality products through the safe and efficient transportation, delivery and storing as well as loading and unloading trucks of production materials and finished goods using a forklift and/or other equipment. They are also required to comply with all human resource, safety, quality and housekeeping policies and procedures.

Essential Duties and Responsibilities:

To perform this job successfully, this individual must be able to perform each job 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 job functions. The Warehouse Operator's essential job duties include, but are not limited to the following:

- Observe, follow and model all safety policies and procedures at all times.
- Assist and support the Warehouse Supervisor in managing and supervising the Warehouse department.
- Serves as the acting Warehouse-Supervisor when the Production Supervisor is not on the floor.
- Access, review, interpret and analyze data from the company's information systems in order to coordinate and direct the day to day tasks of Warehouse associates by communicating job expectations; assist with the planning, monitoring, and appraising job results; provide guidance and coaching to associates regarding job tasks and company policies.
- Assist in the analysis and coordination of daily warehouse workload of warehouse personnel.
- Assist in the coaching and training of less experienced full time and temporary associates.
- Communicate job expectations and coach employees
- Ensure that all Associates receive demonstrations and training on equipment operations and safety procedures.
- Ensures that established policies, rules and regulations, and procedures are implemented and followed. Seeks to maintain consistency with other shifts and other RP facilities.
- Supervises loading and unloading of trucks and verifies that paperwork is correctly signed.
- Maintain storage area by organizing floor space; adhering to storage design principles; recommending improvements

- Maintain inventory by conducting periodic physical counts; reconciling variances; inputting data.
- Operates material handling equipment including, but not necessarily limited to: Stacker, Forklifts, and Electric Jack —Single and Double Pallet Capacity.
- Report to appropriate management personnel any policy violations, safety incidents, quality issues or other similar facts and circumstances that could either put other employees and/or the Company in jeopardy.
- Demonstrate equipment operations, work and safety procedures to new Associates as assigned by the Warehouse Supervisor, Production Supervisor, or other members of management.
- Model appropriate and acceptable safety behaviors for associates by, for example, using all required personal protective equipment, performing job tasks in a safe manner, and following all safety practices and procedures.
- Maintains a clean working environment daily and conducts housekeeping audits.
- Work in a team environment led and directed by the Senior Lead, Production Supervisor, Warehouse Supervisor and/or the Operations Manager.
- Continuous willingness to learn the process.
- Demonstrates basic understanding of the production process to ensure that we are sending out the highest quality product.
- Conducts daily audits of equipment by visually inspecting and testing machinery and equipment and completes necessary applicable reports.
- Monitors equipment for alarms, indicators, and or unusual sounds to detect malfunction and discusses equipment operation variations with operations manager or other production associates to diagnose problem or repair machine.
- Cleans and performs general, routine upkeep of equipment.
- Must be certified to operate a forklift.
- Prior to operating equipment performs operations and safety check, including battery, brakes, lift controls, and fire extinguisher.
- Proceeds safely to assigned area to pull, load, and move merchandise, checking all documents specific to each type of merchandise.
- Uses equipment appropriate to each type of movement.
- Work with other team members to complete tasks and achieve department goals.
- Follow instructions and directions provided by Senior Leads, Warehouse and Production Supervisors, the Operations Manager and/or other members of management.
- Follow, comply with and model all company rules, policies and directives, including the Associate Handbook.
- Attend work as scheduled and/or requested by Warehouse Supervisor, Operations Manager and/or other members of management.

This list of job duties is not all-encompassing. Associates will be expected to perform all other duties that will be assigned as necessary.

Required Physical and Mental Abilities:

The physical and mental abilities described here are representative of those that must be met by an associate to successfully perform the essential functions of the Warehouse Operator position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *General Physical Requirements* – The ability to stand, walk, hear, and smell. The ability to use hands to finger, handle, or feel and reach with hands and arms. The associate is occasionally required to sit, climb or balance; and stoop, kneel, crouch or crawl.
- *Lifting* – The ability to occasionally lift and or move up to 10 pounds, frequently lift and or move up to 25 pounds, and occasionally lift and or move up to 50 pounds.

- *Vision and Hearing* – Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, good hearing is required.
- *Manual Dexterity* – The ability to quickly move your hand, your hand together with your arm or your two hands to grasp, manipulate, or assemble objects.
- *Multi-limb Coordination* – The ability to coordinate two or more limbs (for example, two arms, two legs, or one arm and one leg) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- *Active Listening* - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- *Strength* - The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- *Trunk Near Vision* - The ability to see details at close range (within a few feet of the observer).
- *Speech Recognition* - The ability to identify and understand the speech of another person.
- *Speech Clarity* - The ability to speak clearly so others can understand you.
- *Selective Attention* – The ability to concentrate on a task over a period of time without being distracted.
- *Problem Sensitivity* – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem only recognizing that there is a problem.
- *Language Skills* – Must be able to read and comprehend simple instructions, short correspondence, and memos in English as required for work and business related purposes. Must also be able to write and communicate in English in simple correspondence and to effectively present information in one-on-one and small group situations to other associates as required for work-related tasks. Must also be able to understand and converse in English during emergencies and circumstances or situations where associates must be able to communicate to ensure the safety of themselves, other associates, and/or company property.
- *Coordination* - Adjusting actions in relation to others' actions.
- *Speaking* - Talking to others to convey information effectively.
- *Learning Strategies* - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- *Reading Comprehension* - Understanding written sentences and paragraphs in work related documents.
- *Decision making* – When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on these items, determine which option is best for the particular situation.
- *Social Perceptiveness* - Being aware of others' reactions and understanding why they react as they do.
- *Monitoring* - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- *Time Management* - Managing one's own time and the time of others. Must have the ability to manage multiple, competing priorities and projects.
- *Instructing* - Teaching others how to do something.
- *Positive Attitude* - A mental attitude that interprets situations and events as being best or optimized.
- *Interpersonal Skills* – The ability to take and direction and constructive criticism from peers, supervisors, and management while maintaining a positive outlook and attitude.

- *Operating Forklift* – The ability to proceed safely to and from assigned areas to pull, load, and move merchandise, checking locator cards and all documents specific to each type of merchandise.
- *End of shift* – returns equipment to correct charging station, and prepares equipment for daily (overnight) charge.

Education and/or Experience:

High School Diploma (or GED or High School Equivalence Certificate). Equivalent experience may be substituted for educational requirement where associate demonstrates the necessary skills and capability. Experience in manufacturing required; Plastics Thermoforming preferred.

Computer Skills:

Basic computer knowledge, including, but not limited to, the ability to use the company's intranet and production software, including analysis and entry of data as required.

Language Skills:

The ability to read and comprehend simple instructions, short correspondence, and memos in English. Ability to write in English simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

The ability to apply concepts such as addition, subtraction, division, fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. The employee must have the ability to interpret an extensive variety of technical and deal with several abstract and concrete variables.

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 moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate. The employee will be exposed to high-pressure operating systems, including water, air, molten plastics and butane. The Associate will be exposed to temperatures and atmospheric conditions typical of a manufacturing environment, including excessively warm or cold temperatures.

Comments:

This is not an all encompassing list, and other duties will be assigned as required. This position is a key position in the self directed - teamwork driven production environment of Republic Plastics. An individual in the Production Associate position will have to be dedicated, responsible, highly motivated, safety and quality conscience, and driven to exceed productivity and cost targets. The associate bonus program is driven by efficiency, quality, and productivity.

Company Core Values

Within our manufacturing organization and in adherence to our corporate values, we will treat each other and anyone who enters our facility with the utmost respect and dignity. All Associates are expected to endeavor to excel at, and hold each other to the following values in everything we do.

Safety – a commitment from each of us to follow rules and guidelines to ensure freedom from the occurrence or risk of injury, danger, or loss.

Teamwork - each of us doing our part to support the overall goal, which is to increase the profitability of the company and its associates.

Accountability - the willingness to accept responsibility for one's actions.

Positive Attitude - a state of mind in relationship to our work environment and accomplishing our goals.

Quality/Excellence - the nature by which each of our products, service and interaction can be identified as good or worthy.

Integrity/Honesty - adhering to a high set of ethical standards, the unimpaired state of continual improvement personally and professionally.

Commitment - pledging oneself to the cause or goal

Job Description Acknowledgment

I have received and/or been given access to the Warehouse Lead Operator job description. I have read the job description (or had it read to me) and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined in the job description with or without reasonable accommodation. I understand that the job duties and responsibilities outlined in the job description are not all encompassing and that I will be expected to perform all other duties that may be assigned as necessary. I have discussed any questions I may have had about the job description prior to signing this form.

Print Associate name: _____

Associate Signature

Date