

WAREHOUSE / PRODUCTION

Job description

Reports to: Plant Supervisor (Portland)
Industrial Packaging Supervisor (Phoenix)

Status: This position is full-time, non-exempt status

Classification: Non-regulated, safety-sensitive

Summary:

Critical Accountabilities and Responsibilities:

1. Performs daily operations and safety checks on equipment prior to using each morning.
2. Pull orders accurately, checking for correct product name and item numbers on labels and paperwork. Obtains necessary C of A paperwork to accompany shipment. Performs these steps safely in preparation for prompt shipment.
3. Verifies and receives incoming shipments matching products and unit weights on PO/receiving paperwork to BOL and product labels. Indicate quantities received on paperwork.
4. Fills containers with chemicals and other products as requested, verifying and communicating quantities/products used and finished goods completed on associated paperwork
5. Package products securely within guidelines and apply necessary labels according to work order instructions utilizing appropriate PPE for operations.
6. Load and unload trucks and assists drivers, as needed.
7. Handle empty containers and returned product following recordkeeping procedures.
8. Organize products in warehouse, in designated locations
9. Handle and log hose flush accumulation.
10. Completes required paperwork flow to assure correct inventory levels in the accounting system..
11. Assists Inventory Control by performing annual physical inventories and cycle-counts as required.
12. Operate warehouse equipment including, but not limited to counterbalance forklift, pallet jack, hand truck, scales, and personal protective equipment.
13. May work in a clean-room environment, required PPE to be worn.
14. May assist with loading of bulk tankers.
15. General maintenance and housekeeping in the warehouse and facility grounds.
16. Report safety concerns, accidents or product spills promptly and take action to contain any spilled product if able to do so in a safe manner.
17. Performs emergency response duties as necessary.
18. Must comply with all company safety, security, quality and environmental standards.

19. Works within the Tarr System Manual built upon the framework of ISO 9001 Quality Management System and Responsible Distribution Process requirements.
20. Performs other duties and assignments as directed by management.

This description reflects the general details considered necessary to describe the principal functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

Qualifications:

1. Forklift Trained and able to demonstrate appropriate skills for warehouse, production, and cleanroom environment.
2. Must have good math and reading skills. Ability to apply conversion factors and percentages when dealing with pounds and gallons.
3. Speak and read the English language and communicate effectively with others.
4. Must be able to be fitted and annually tested for respirator and other PPE as required.
5. Must have good hand/eye coordination and good motor skills.
6. Must be dependable, reliable and mature enough to handle equipment and chemicals safely and sensibly.
7. General knowledge of warehouse practices and procedures including working knowledge of warehouse equipment, pallet jack, hand truck, scales, and personal protective equipment.
8. Some knowledge of general chemistry is recommended and knowledge of handling hazardous materials is preferred.
9. Must be flexible and able to manage multiple tasks.
10. Must be detail-oriented and accurate with paperwork.