

KNIGHTSBRIDGE PLASTICS, INC. Job Description

Initials: _____

Date: _____

Document Date:	
Job Title:	Warehouse Associate
Report to:	Materials/Receiving Supervisor
Purpose of the job:	Ready machines with raw material for daily production. Regrind materials. Organize and maintain stock of raw materials.

Job Functions and Responsibilities:

◆	Keep accurate inventory counts on raw materials
◆	Prepare raw material requirements for production: load hoppers and dryers etc.
◆	Cleaning & staging materials for dryer
◆	Mixing materials, making the machines and materials ready for next job
◆	Regrinding of material
◆	Ensure quantity and packaging is not damaged for materials.
◆	Learn and use IQMS as it applies to their job
◆	Work in an effort to promote quality and safety
◆	Ensure highest possible product quality and adherence to ISO and/or other standards.
◆	Overtime as needed on a project by project basis
◆	Other job duties as assigned

- To perform this job successfully, an individual must be able to perform each essential 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 functions.
- All position descriptions must adhere to the attendance standards.
- Performs other duties and/or responsibilities as assigned by management.
- All position descriptions must include physical aspects of the employee's occupation.

Qualifications:

➤ Education:

1. High School graduate, or equivalent.

➤ Experience:

1. Minimum 1 year of experience/exposure in material handling.

➤ Knowledge, skills, and abilities:

1. Speak, read, and write English to be easily understood.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
3. Ability to interpret a variety of instructions furnished in written, oral, and/or blue print format.
4. Requires excellent hand/eye coordination, manual dexterity, good vision and attendance.
5. Have neat and legible handwriting.
6. Ability to work flexible hours.
7. Ability to do basic math.
8. Forklift certified OR capable of forklift certification.
9. Ability to lift up to 60lbs.
10. Have intermediate computer skills.
11. Detail oriented.
12. Receive an annual performance review of 75% or above.

Please sign below in acknowledgement, receipt of a copy, and acceptance of this position description:

Print Full Name

Signature

Date

KNIGHTSBRIDGE PLASTICS, INC.
Physical Requirements/Working Conditions/Protective Equipment

Job Title: Warehouse Associate	Department: Production
Name:	Circle One: New Hire / Promotion / Re-Offer

Physical Demands

Activity (Hours per day)	Never 0 hours 0 %	Occasionally Up to 3 hours 1%~37%	Frequently 3-6 hours 38%~75%	Constantly 6-8+ hrs 76%~100%
Sitting			X	
Walking			X	
Standing			X	
Bending (neck)			X	
Bending (waist)			X	
Squatting	X			
Climbing Up or Going Down		X		
Kneeling	X			
Crawling	X			
Twisting/Turning (neck)		X		
Twisting/Turning (waist)		X		

Repetitive Motion Actions

Activity (Hours per day)	Never 0 hours	Occasionally Up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hrs
Hand Use: Dominant hand Right () Left ()				X
Is repetitive use of hands required?				X
Repetitive use of hands for keyboard/data entry?		X		
Simple grasping/holding (right hand)			X	
Simple grasping/holding (left hand)			X	
Power grasping/holding (right hand)		X		
Power grasping/holding (left hand)		X		
Fine Manipulation (right hand)			X	
Fine Manipulation (left hand)			X	
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

Lifting

Lbs	Never 0 hrs	Occasionally Up to 3 hrs	Frequently 3-6 hrs	Constantly 6-8+ hrs	Height
0-10			X		
11-15			X		
16-25			X		
26-50			X		
51-75			X		
76-100	X				
100+	X				

Pushing/Pulling/Carrying

Never 0 hrs	Occasionally Up to 3 hrs	Frequently 3-6 hrs	Constantly 6-8+ hrs	Height
		X		
		X		
		X		
		X		
		X		
X				
X				

Hearing – The typical noise level for the work environment is:

Very Quiet () Quiet () Moderate Noise (X) Loud Noise () Very Loud Noise ()

Check if applicable

Ability to hear telephone conversations	X
Ability to hear alarms on equipment	X
Ability to hear instructions from staff?	X

Exposure/Equipment/Machinery

Does the job require:	Yes	No
Working with bio-hazards?		X
Wear safety glasses and earplugs?	X	
Working in confined spaces?		X
Exposure to chemicals, fumes, dust, or gas?	X	
Working around equipment and machinery?	X	
Use of <i>special</i> visual or auditory protective equipment?		X
Driving cars, trucks, forklifts, and other equipment?		X
Working at heights?		X
Walking on uneven ground?		X
Exposure to excessive noise?		X
Exposure to extreme in temperature, humidity or wetness?		X
Operation of foot controls or repetitive foot movement?	X	
Risk of electrical shock?		X
Risk of radiation?		X
Risk of vibration?		X
A sense of touch?	X	

Vision Requirements

Yes/No

Close Vision (clear vision at 20 inches or less)	Y
Distance Vision (clear vision at 20 feet or more)	N
Color Vision (ability to identify and distinguish colors)	Y
Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships)	N
Ability to adjust focus (ability to adjust eye to bring an object into sharp focus)	Y
No special vision requirements	N
Specific demands not listed:	N

1. Are there any conditions noted in the Position Description that preclude you from performing the essential duties of this job? Yes No
2. Do you require any accommodations to perform the essential duties of this job? Yes No
3. Are there any obstacles that will hinder or prevent you from performing this job? Yes No
4. Do you require any modifications or enhancements to the workspace to perform this job? Yes No

Please sign below in acknowledgement, receipt of a copy, and acceptance of this position’s physical requirements/working conditions/protective equipment:

Print Full Name

Signature

Date