



## Material Handler

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**Department:** Label

**FLSA Status:** Non-Exempt

**Work Schedule:**

2<sup>nd</sup> Shift: Monday-Wednesday, 5pm-5am

Thursday, 5pm-3am

**Job Status:** Full Time

**Reports To:** Material Team Manager

**Amount of Travel Required:** *No travel required*

**Positions Supervised:** None

**Strategies**

### POSITION SUMMARY

This position is responsible for providing assistance to the Press Material Handlers by supplying all machines with the appropriate raw materials to ensure production goals are being achieved with safety, quality, and productivity in mind. Most of this work is done using a Forklift (80% of the time), for stocking and maintaining inventory.

### REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### ESSENTIAL FUNCTIONS

- Review work orders to determine required stock and quantity needed at each machine.  
***Multitasking skills are extremely important.***
- Utilize hand and/or powered lift trucks to ensure that each machine is properly stocked for upcoming jobs. Stock should be in designated areas and organized.
- Maintain and oversee raw materials storage, use, etc.
- Maintain and oversee inventory processes and inventory systems.
- Remove unused stock, skids, etc. from machine when job is completed and return to appropriate areas in warehouse.
- Empty paper and garbage cans, as needed.
- Maintain operation of compactor.
- Ensure each warehouse remains within 5s standards.
- Assist with unloading delivery trucks.
- Other duties as assigned.

### POSITION QUALIFICATIONS

## Competency Statements

- Accountability - Ability to accept responsibility and account for his/her actions.
- Adaptability – The extent to which an individual can fit into a changing working environment.
- Communication - Ability to communicate effectively with others using the spoken or written word.
- Decision Making - Ability to select an effective course of action while controlling resources and expenditures.
- Organized – Ability to be structured and methodical in working skills.
- Problem Solving – The ability of the individual to recognize courses of action which can be taken to handle problems or potential problems, and applying plans to solve those problems.
- Reliability – The ability of the individual to be dependable and trustworthy.
- Responsible – The ability of the individual to be answerable for their conduct.

## SKILLS & ABILITIES

### Required Education

- High School Diploma or GED

### Computer Skills

- Must be proficient in the use of a PC and Microsoft Office Suite (Excel, Outlook, Word).

### Certifications & Licenses

- Forklift preferred.

## PHYSICAL DEMANDS

### Physical Demands

		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	C (Constantly)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	F (Frequently)
Reach Outward	C (Constantly)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	C (Constantly)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

### N (Not Applicable)

Activity is not applicable to this occupation.

### O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

### F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**OTHER PHYSICAL REQUIREMENTS**

- Vision (Near, Distance, Peripheral, Depth Perception)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (Hearing protection, safety glasses, goggles, or shields, cut gloves)

**WORK ENVIRONMENT**

Work is performed indoors in a manufacturing setting with regular exposure to cold, heat, noise, inks, and moving machines/equipment.

Equal Opportunity Employer-Disabled/Vets

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*