



Position:	Distribution Order Filler
Department:	Distribution
Location:	St. Joseph, MO
Reports To:	Distribution Manager
Supervisory Responsibility:	No
FLSA Classification :	Non-Exempt
Last Update :	9/2019

Position Summary:

This position prepares orders by processing requests, pulling materials, packing boxes and placing orders in the delivery area and kit assembly. Operates battery-powered industrial equipment such as a forklift.

Essential Functions:

- Prepares and completes orders for delivery and pickup
- Maintains a clean and safe work environment.
- Reports discrepancies to management.
- Communicates and assists supervisors and coworkers.
- Safely operates and maintains warehouse equipment.

Education & Experience:

- High School Diploma or equivalent
- Warehousing experience preferred.

Qualifications:

- Must have or be able to obtain operator certification on power dolly and forklift equipment.
- Ability to effectively communicate with Team Members.
- Attention to Detail
- Computer Literacy: Basic knowledge, ability to read and respond to emails
- Ability to work independently.
- Basic math skills.

Competencies:

For each role within our company we have a defined set of competencies that we have determine will enhance the employee's ability to perform the role efficiently. We are looking for individuals laced with these competencies to perform this role.

**Company Competencies**

- Customer 1st Attitude
- Adaptability
- Concern for Safety
- Integrity & Ethics
- Pursuit of Excellence/Lifelong Learning
- Teamwork

Role Competencies

- Attention to Detail
- Dependability
- Initiative

Equipment Used:

Standard office equipment including phone, computer, fax, and printer/copier. Distribution equipment including but not limited to Forklift, Power Dolly, and Pallet Jack.

Working Environment:

The work is primarily performed in a factory or warehouse with exposure to dust, heat, cold, loud noises, fumes, and odors. May be required at times to use personal protective equipment to prevent exposure to hazardous materials in various settings. Some exposure to an office setting with a controlled environment.

Work/Schedule

Day shift, Typically Monday-Friday.

Travel:

Minimal local travel – up to 5%

Physical Demands:

The Distribution Center Personnel's physical demands include: maximum occasional lift of 50 lbs. to 72 inches; maximum frequent lift of 30 lbs. to 72 inches; maximum constant lift of 50 lbs. to 44 inches; maximum frequent carry of 10 lbs. for 10 ft; maximum constant carry of 50 lbs. for 10 ft; maximum

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.



occasional horizontal and vertical push/pull force of 100 lbs.; maximum frequent horizontal and vertical push/pull force of 10 lbs.; maximum occasional horizontal pull force of 150 lbs. at 30 inch height for 10 ft; maximum constant grip force of 10 lbs.; maximum constant climb on/off equipment 11 inches; constant forward reach of 36 inches; constant lateral reach of 24 inches; frequent reach overhead of 72 inches; constant bending; constant trunk rotation; constant neck rotation; frequent neck flexion; occasional neck extension; frequent hand coordination; occasional fine motor coordination; constant balance; constant wrist flexion/extension; constant leaning; constant standing; constant walking. PDC Level: VERY HEAVY based on frequency of lifts required and push/pull force

Eligibility:

- Must be legally authorized to work in the United States without restriction.
- Must be willing to submit to a background investigation, including criminal history and motor vehicle check.
- Must be willing and able to pass a post-offer drug screen and physical.

EEO Statement

EEO Employer W/M/Vet/Disabled