

Position Title:	Warehouse Staff	Name:	
Reports to:		Location:	
Start Date:		Department:	
Primary Purpose of Position:			
The primary purpose of this position is to ensure that the warehouse is run in accordance with company policies and procedures. The Warehouse employee will be required to stage, load, and unload finished product and raw materials.			

Key Responsibilities & Duties:

Major Responsibilities include but are not limited to:

1. Major Accountabilities

(Generic Responsibilities)

- Stage finished product for loading
- Load finished product onto truck
- Unload raw materials from truck
- Move raw materials to warehouse storage
- Move waste from assembly line to dumpsters
- Responsible for quality control. No damaged product is sent out. No damaged raw material is accepted in.
- Operate within work safe instructions
- Operate forklift, trucks
- Clean and maintain work area
- Turn off and lock out equipment when not in use
- Other duties as assigned

(OHS Responsibilities)

- Know and understand the company's Site Safety Management Plan
- Ensure all activities are conducted in accordance with all OHS requirements
- Follow Safe Work Instructions at all times
- Follow the company's policies and procedures

(Additional Responsibilities if applicable)

- Perform back-up for assemblers
- Provide on-the-job training to new employees
- Order raw materials. Maintain material supply adhering to manufacturing principles.

2. General:

- Meet attendance requirements
- Work without constant supervision
- Be effective in meeting deadlines
- Produce accurate and quality work
- Achieve improved business performance
- Meet all requires of employment contract
- Implement company policies as required

3. Working Relationships

Internally this position works with:

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Externally key working relationships are with:

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Key Competencies

- Forklift licence and relevant experience
- Time management skills

Agreement

I have read this Position Description and confirm that:

- I fully understand the content and agree that it forms the basis of my employment at UBT
- I understand that the company may change the Position Description from time to time to suit the needs of the business

Signed
Employee.....Date:.....

Signed
Manager:.....Date:.....