

## Job Description

### Warehouse Clerk

**Title:** Part-Time Warehouse Clerk

**Hours:** Monday, Wednesday & Friday 7:30am-4:30pm

**Location:** EarthRoamer 5073 Silver Peak Ave., Dacono, CO 80514

**Reports To:** Purchasing Manager

**Job Function:** Responsible for assisting in a variety of warehouse duties, including shipping and receiving, unloading and loading trucks, fulfilling purchase orders, and keeping warehouse stocked with essential equipment.

#### **Primary responsibilities**

- Fill requisitions, work orders, or requests for materials, tools, or other stock items
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Unload merchandise from the trucks and check to ensure that they match with the delivery documents such as the bill of lading, shipping invoice or delivery note.
- Verify that the goods are intact and report any defects.
- Perform inventory controls and keep quality standards high for audits.
- Completes deliveries by driving truck or van to and from vendors.
- Maintains inventory controls by collecting stock location orders.
- Conduct weekly cycle counts.
- Maintains quality service by following organization standards.
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.
- Communicate and cooperate with supervisors and coworkers.

#### **Warehouse Worker Skills and Qualifications:**

Teamwork, Coordination, Organization, Planning, Time Management, Communication, Inventory Control, Documentation Skills, Equipment Maintenance, Dependability, Valid Driver's License, Forklift Experience, High School Diploma.

**Physical Demands:**

- While performing the duties of this job, the employee may be regularly required to sit, stand, bend, reach and move about the facility
- Candidates should be able to adapt to a traditional warehouse environment.
- Must be able to lift and carry up to 75 pounds and comply with OSHA standards
- Frequent exposure to shop elements such as noise, dust, fumes, and odors.
- Safety glasses and ear plugs, or ventilation masks may be required while performing a specific task.