



<b>Job title</b>	<i>Material Handling</i>
<b>Reports to</b>	<i>Warehouse Manager</i>

### **Position Summary**

We are seeking a self-motivated, efficient, and meticulous material handler to join our growing team. As a material handler with our organization, you will be responsible for unloading product deliveries, maintaining stock in the warehouse, and moving stock and other materials to fulfill orders. The ideal candidate for the material handler position is a diligent worker who can complete tasks successfully with little to no guidance.

### **Objective**

The objective of this position is to develop warehouse management strategies that will deliver best in class results. This position should help drive continuous improvement in day to day operational efficiencies, while also developing strategies for future state operations. Help build and develop a group that has a relentless focus, intensity and a sense of urgency and purpose to everything they do.

### **Duties and Responsibilities**

- Maintains inventory by identifying, labeling, and placing materials and supplies in stock; recording location of inventory.
  - Locates materials and supplies by pulling and verifying materials and supplies listed on production orders.
  - Maintains in-process inventory at work centers by delivering and opening materials and supplies.
  - Documents materials and supplies disposition by recording units delivered and location of units.
  - Receives credit-return material and supplies from production by verifying materials and supplies code and lot number and quantity; placing materials in stock.
  - Prepares finished stock for shipment by identifying, pulling, packing, crating, loading, and securing product.
  - Documents product shipment by recording units shipped.
  - Maintains material-handling equipment by completing pre-use inspections; making operator repairs.
  - Contributes to team effort by accomplishing related results as needed.
- Skills/Qualifications: Organization, Scheduling, Analyzing Information, Dealing with Complexity, Deadline-Oriented, Time Management, Process Improvement, Safety Management, Inventory Control, Lifting, Data Entry Skills

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may

be required to perform duties outside of their normal responsibilities from time to time, as needed.

## **Qualifications**

Qualifications include:

- Organization
- Scheduling
- Analyzing Information
- Dealing with Complexity
- Deadline-Oriented
- Time Management
- Food Safety
- Process Improvement
- Safety Management
- Food Waste Management
- Inventory Control
- Lifting
- Data Entry Skills
- Cycle Counting

## **Physical Requirements**

Regularly required to stand at least 9 hours, walk, bend, and use both hands for repetitive grasping, and lifting. Able to support some daily overtime and breakdown occurrences. Average of 45 – 55 hours per week.

## **Benefits**

- 401K
- Vacation
- Insurance (Health, Dental, Vision and Life)
- Bonus Plan
- Partial Gym Membership

## **Why Hudsonville?**

We take pride in offering benefits that are competitive. Here at Hudsonville we offer a first-class work environment with a real family feel to it. We appreciate our team member's hard work, dedication, and passion. That is why we provide a comprehensive set of benefits and options designed to fit our team member's needs. We also value continuous learning and growth.