



Job title	<i>Material Handling</i>
Reports to	<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.
- Document 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.
- Document 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.

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.

Skills/Qualifications

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

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 40 – 50 hours per week.

Benefits

- 401K with a generous match
- Vacation
- Insurance (Health, Dental, Vision, Disability, Life)
- Bonus Plan
- Unique Wellness Incentives

Why Hudsonville Ice Cream?

At Hudsonville Ice Cream, we offer a first-class work environment with a real family feel. We appreciate and recognize the hard work, and dedication of our team members. We firmly believe that our employee's fiscal, physical, and mental health are essential elements to our organization's overall success. It is with this philosophy in mind that we offer a competitive wage and benefits package that starts day one. Moreover, Hudsonville Ice Cream is committed to its team members continual growth and development.