

INTERNAL JOB POSTING
R.C. BIGELOW, INC.
Job Description

Job Title:	Material Handler/Floater
FLSA:	Non-Exempt/Hourly
Department:	Production
Location:	CT/ID/KY
Reports To:	Warehouse Manager or Production Supervisor
Date Prepared:	August 28, 2019

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following.

- Refers to shop packets to maintain the required quantity and type of raw materials needed for production schedule.
- Returns and accurately documents materials from each work center at the end of each production run.
- Accurately complete the ticketing of work in process ensuring the correct shop order and quantity is recorded - place and log in correct location in warehouse.
- Accumulate, weigh, tag and log all loose tea bags from each work center every shift.
- Accumulate reclaim from all production work centers every shift and take to tea room and replace empty bucket.
- Display production and misc work
- Adhere to RC Bigelow Safety and Health policies and regulations.

Additional

- Operate computer related inventory equipment, both RF and keyboard.
 - Perform other duties as assigned or needed.
 - Accurately complete required forms and reports.
 - Place received materials in correct locations and verify accuracy on computer.
 - Complete other miscellaneous assigned duties..
 - Comply with R.C. Bigelow Safety and Health Rules.
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Special Skills/Training Required:

- Ability to learn computer related work requirements.
- Must be certified to operate power material handling equipment
- Ability to lift 50 – 100 lbs. bags (with assistance from lifting equipment)

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or general education degree (GED)

One year previous experience in shipping, receiving or material handling operations or equivalent. computer related experience, forklift preferred but will train.

LANGUAGE SKILLS:

Strong verbal and written communication skills to effectively relate necessary information to applicable personnel. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtracts, multiply and divides in all units of measure.

REASONING ABILITY:

Ability to apply common sense understanding to carry out simple instructions furnished in written, oral or diagram form. Ability to deal with problems involving standardized situations with only occasional variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places and outside weather conditions. The noise level in the work environment is usually moderate to loud.

Send resumes to: hrrecruitboise@rcbigelow.com