

Name of Position: Material Handler

Reports to: Blanking Supervisor

Print Employee Name

I. Summary:

1. Drives forklift to lift, move products, equipment, or materials, to load and unload pallets, move finished lifts from lines to banding and transfer areas, and dump scrap and paper hoppers.
2. Packages material for shipment/transfer to Wayne Warehouse.

II. Core Activities:

1. Determines Reference number of lifts to be banded to verify Packaging specified on Customer Specification Sheet.
2. Packages lift in accordance with packaging instructions on Customer Specification sheet.
3. Unwinds metal banding material from reel, wraps band around stack or bundle, inserts loose end of banding material into strapping tool, and cinches and crimps banding material and clamp with strapping tool to secure articles during storage or shipment.
4. Cut bands and paper
5. Marks or stencils Reference number on lift and attaches lift tag and inspection tag as required.
6. Assist Quality department as needed.
7. Positions forks or other lifting device under, over, or around loaded pallets, skids, or materials and transports load to designated area.
8. Unloads and stacks material by raising and lowering lifting device.
9. Inventories materials on work floor, and supply workers with materials as needed.
10. Weighs materials or products and records weight as needed.
11. Loads or unloads materials onto or off pallets, skids, or lifting device.
12. Replaces liquefied gas tank as needed.
13. Performs daily checks on forklift assigned.
14. Bands articles to pallet to secure articles for moving.
15. Assist in Housekeeping
16. Stay aware of any potential safety hazards
17. Complete projects as assigned.
18. Has the authority to stop production if necessary to correct quality or safety problems.

III. Knowledge, Skills, Abilities:

1. Ability to drive a forklift.
2. Possess mathematical skills and mechanical aptitude.

IV. Work Style:

1. Adhere to company policy and procedures.
2. Arrive punctually to work.
3. Maintain a certain level of production deemed acceptable by management.
4. Establish a positive working relationship with fellow team members.
5. Strive to be a part of the company's aim to safely and profitably deliver the right product, to the right customer, on time, every time.

V. Training:

1. Basic Orientation
2. Powered Industrial Truck Training
3. Material Handler Matrix

VI. Oral Communication:

1. Speaks clearly; Listens and gets clarification.
2. Responds well to questions.

VII. Education and/or Experience:

1. High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

VIII. Competencies:

1. Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
2. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
3. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
4. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

IX. Reasoning Ability:

1. Ability to apply common sense understanding to carry out simple one- or two-step instructions.
2. Ability to deal with standardized situations with only occasional or no variables.

X. Physical Demands:

1. 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.
2. 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.
3. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 40 pounds.
5. Specific vision abilities required by this job include peripheral vision.

XI. Work Environment

1. 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.
2. While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts.
3. The employee is occasionally exposed to fumes or airborne particles; outside weather conditions; extreme cold and extreme heat.
4. The noise level in the work environment is usually loud.

I have received a copy of, read, and understand the description of my job responsibilities.

Employee Signature

Date