



Job Title	Warehouse Worker
Department	Administration
Reports To	General Manager
FLSA Status	Nonexempt
Last HR Review	2021

Principal Function: The Warehouse Worker is responsible for performing a variety of tasks related to the receiving and distribution of items stored in the warehouse,

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Assists with the unloading or loading of materials from trucks.
2. Opens crates, boxes, pallets, and other containers.
3. Matches the bill of lading with the items received to make sure that the correct number of items has been received. Brings all discrepancies to the attention of the General Manager.
4. Places items on racks, shelves, or in bins according to organizational standards.
5. Pulls damaged items, or equipment and brings to the attention of the General Manager.
6. Prepares orders by processing requests, pulling materials and equipment and placing in the delivery area.
7. Assists the General Manager with physical inventory counts.
8. Completes data entry of transfers with the Point of Sale (P.O.S.) system, as needed.
9. Conducts cycle counts and the complete warehouse inventory process, as requested.
10. Ships items out of the warehouse, as requested, in accordance with the Company's standards utilizing the assigned logistics carriers, as appropriate.
11. Works with the General Manager to return defective merchandise to the appropriate vendor, as needed.
12. Keeps the warehouse area clean and all items organized according to organizational standards.
13. Assists the retail store employees with stocking the shelves in the store and setting up displays, as needed.
14. Assists the Retail Customer Service Representatives, as needed.
15. Enforces and complies with safety, health and security rules.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Competencies: To perform this job successfully, all employees at Angie's Pool & Spa, Inc. should demonstrate the following competencies:



- **Customer Service** – Responds to requests for service and assistance; Manages difficult or emotional customer situations focusing on listening without interrupting and keeping ones emotions under control; Solicits customer feedback to improve service; Maintains confidentiality and meets commitments; Remains open to others ideas and tries new things.
- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Oral Communication** – Speaks clearly and persuasively in positive and negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Job-related Competencies – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **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.

Education and/or Experience: High school diploma or general education degree (GED) is required and one year related experience and/or training. Previous experience working in a warehouse environment is desired.

Other Skills and Abilities: The following skills and abilities are either required or desired.

- A working knowledge of basic Math skills is required.
- The ability to complete basic data entry skills is required.
- The ability to operate the Point of Sale (P.O.S.) system and diagnose problems when necessary is desired.



- The ability to plan for, complete, and implement assignments and responsibilities in a timely manner is required.
- The ability to manage multiple projects in a fast-paced, deadline-driven environment is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is required.
- The ability to speak, read and write in English is required. Spanish is desired.

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 duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; or walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and lift and/or move up to 50 pounds without an assistive device. The employee will occasionally sit; and taste or smell.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp 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 duties and responsibilities.

While performing the duties of this job, the employee frequently is exposed to working near moving mechanical parts, toxic or caustic chemicals, fumes or airborne particles, the risk of electrical shock when working with pool, spa, or office equipment, and wet or humid outdoor weather conditions. The noise level in the work environment is usually moderate to very loud.

While the offices of Angie’s Pool & Spa are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position may require work beyond these hours and on the weekends, as needed. It may also require occasional local travel. Thus, a valid driver’s license is desired.

SIGNATURES:

Incumbent’s Signature

Incumbent’s Printed Name

Date



General Manager's Signature

General Manager's Printed Name

Date