

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 1:12:52 PM
Official Title:	Materials Handler Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 1
Scheduled Hours	
Job Code:	753725
Job Family:	Warehousing

JOB SUMMARY

The Materials Handler performs tasks related to shipping, receiving, deliver, and inventory of basic materials used by a department or unit, such as foodstuffs, cleaning supplies, hand tools, and machinery.

NATURE OF WORK

The Materials Handler is responsible for performing work activities both independently and as a team to maintain production and distribution of products by pulling orders from inventory, delivering production materials and supplies, and staging finished product for a department or unit. Additional responsibilities may include operating a personal computer to enter and retrieve inventory data. This position performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions. Job responsibilities require strong oral and written communication skills. Work is closely supervised, with limited opportunity for decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are infrequent and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

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.

Performs other job related duties as assigned.

Additional Responsibilities

May operate a personal computer to perform data entry and retrieval tasks.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

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

Education Level	Field of Study	Req	Pref	And/Or
High school diploma or GED		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
Minimum 6 months	Directly related experience	X		

Licenses and Certifications

<i>License or Certification</i>	<i>Time Frame</i>	<i>Req</i>	<i>Pref</i>	
Current driver's license		X		