

Twin City Hose, Inc.

Job Description



Job title:	Warehouse Floater		
Work Location:	Rogers, MN		
Division/Department:	Production/Warehouse		
Reports to: Production Manager			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
Essential Duties and Responsibilities: The Production/Warehouse Floater is responsible for performing general warehouse work that may involve job responsibilities throughout the warehouse including shipping & receiving, hose assembly, hose cutting, fitting preparation, pneumatic pressure testing, hose cleaning & painting.			
<ul style="list-style-type: none"> • Sort incoming and outgoing materials. • Prepare materials for production • Use of various hand tools, cutting saws, grinders. • Use computers & scanners to view stock availability. • Check overstock and mover product to empty bin. • Labeling of product. • Read job travelers to determine material needed, material location and proper destination. • Properly package materials for shipping methods/ process packages utilizing UPS Worldship. • Transfer, record and organize materials of stocked good into proper bin locations • Operate hoist to lift heavier assemblies for testing when needed • Assist with cycle counts as needed. • Follow all clean up and housekeeping procedures, including proper disposal of debris. • Keep warehouse clean and organized. • Reliable and prompt in attendance. • Other duties as assigned 			
Education and/or Work Experience Requirements:			
<ul style="list-style-type: none"> • Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers • Excellent computer proficiency (MS Office – Word, Excel and Outlook) • Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service. • Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices. • High school diploma or GED required. • Stand for 8+ hours. • Previous warehouse experience a plus. 			
Physical Requirements: While performing the duties of this job, the employee is regularly required to stand and use hands to finger, handle, or touch objects, tools, or controls. The employee is occasionally required to walk; sit; reach above shoulders; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision and peripheral vision.			
Print Employee Name:			
Employee signature:		Date	

I ACCEPT - Electronic Signature Agreement. By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You also agree that no certification authority or other third-party verification is necessary to validate your E-Signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of your E-Signature or any resulting contract between you and Twin City Hose Inc.