



POSITION DESCRIPTION

CLEARFIELD, INC.

POSITION TITLE: WAREHOUSE ORDER FILLER

POSITION OBJECTIVE:

Fills manufacturing floor orders. Assists Receiver in storing incoming inventory.

POSITION RESPONSIBILITIES:

1. Fills pick lists and work orders from inventory with consideration for:
 - Customer order priority
 - Special Order comments
 - First in – First out
 - Quality check, matching items to description (part number) and quantity.
 - Operate fork lift as needed for inventory handling.
2. Assists Receiving staff with storing incoming inventory, assuring parts are stored in accordance with numeric placement system.
3. Performs all other duties as apparent or assigned.
 - Keep work station and department area neat and clean at all times
 - Sweep floors, empty trash, and break down boxes for recycling on a daily basis.

KEY REQUIREMENTS:

Able to read English to understand Order pick lists, including parts names and numbers.

Able to lift up to fifty pounds on an occasional basis ten percent (10%) or less of time

Able to make repetitive hand and arm movements.

Able to stand and walk throughout work shift.

Forklift Certification preferred (will train)

SHIFT: First Shift- Daily schedule is Monday-Friday, 6:00 a.m. to 2:00 p.m. Possible short notice of overtime.