



Job Title:	Warehouse Associate	Reports to:	Warehouse Supervisor
Department/Group:	Warehouse	Travel Required:	Limited
Location:	Chanhassen, MN	Version Date:	June 2023

Summary

This position receives, stores, and distributes material, tools, equipment, and products within the warehouse, ensuring accuracy and timeliness of all job functions.

Essential Functions

1. Accurately pick, weigh, bag, and tag products for each customer order.
2. Properly pack, label, and prepare shipping documents for each order.
3. Light housekeeping to keep the work area and stations clean and stocked.
4. Process orders accurately while picking and shipping.
5. Ensure all orders are complete and ready to ship by the end of each day.
6. Performs other duties as assigned.

Knowledge, Skills, and Abilities

1. Strong attention to detail
2. Team-player
3. Motivated
4. Enthusiastic
5. Ability to demonstrate a high level of accuracy.
6. Ability to add and subtract using whole numbers and measurements.

Requirements

1. High School Diploma or equivalent
2. Basic math and computer skills
3. Must be able to lift at least 50 lbs.
4. Ability to lift, bend, and stand for long periods of time throughout the day.
5. Desire to learn new skills.

Work Environment:

This position works in a warehouse setting, with some outdoor exposure during the workday. This role routinely uses standard warehouse equipment such as hand devices, box cutters and tape dispensers.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes or airborne particles. The employee occasionally works in outside weather conditions. The noise level in the work environment is usually loud.

Physical Demands

The following are some of the physical demands commonly associated with this position.

1. No unusual physical demands are associated with this position.
2. Regularly lift and/or move objects up to 10 pounds.

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Warehouse Associate

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3. Frequently lifts, carries, pulls, or pushes 50 pounds. Occasionally lifts, carries, pulls, or pushes up to 100 lbs.
4. Uses cart, dolly, or other equipment to carry more than 50 lbs.
5. Frequently stoops, kneels, balances, reaches, crawls and crouches while performing work duties.
6. Occasionally required to sit and climb or balance.
7. Constant use of eye, hand and finger coordination enabling the use of automated office machinery or equipment
8. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
9. Regularly use hands to finger, handle or feel; reach with hands and arms; and talk or hear.

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.