



# JOB DESCRIPTION

**Job Title:** Warehouse Personnel

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**Position:** [  ] Salary  
[  ] Hourly

**Location:** To Be Determined

**Grade:**

**Department:** Operations

**Supervisor:** To Be Determined  
Branch Manager

**Prepared By:** Robert G. Herring

**Date:** 05/09/22

**Approved By:** Jonathan Annas

**Date:** 05/09/22

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## Brief Overview

Our warehouse personnel receive and store products within the warehouse, prepare deliveries to job sites, and help maintain the overall organization of the branch.

## Essential Duties & Responsibilities

- Regular bending, lifting, stretching and reaching both below the waist and above the head
- Promptly load and unload products on tractor/trailers, trucks, trailers, etc.
- Restock product within our branch
- Assist customers
- Other duties as needed
- Maintain a safe working environment

## Skills We Are Seeking

- Be enthusiastic and dependable and work as a team player
- Customer focused
- Must be able to lift 50 lbs.
- High school diploma or equivalent
- Safety minded; safety boots required
- Fluent in English and Spanish is a plus
- Available to work overtime during peak season (if required)