



**JOB DESCRIPTION**

**Moore SC**

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<b>Job Title:</b>	<b>Material Handler</b>	<b>Department:</b>	<b>Production</b>
<b>Reports To:</b>	Production Manager and / lead	<b>Job Type:</b>	Hourly non-exempt
<b>Effective Date:</b>	May 17, 2013	<b>Revision Date:</b>	

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**A. JOB OVERVIEW**

Stocking, loading, moving, and transporting a variety of materials throughout the plant and to various processes. Help operators with lifting and moving material when needed. On time delivery to internal customers is expected to prevent machine downtime.

**B. QUALIFICATIONS REQUIRED**

- High School Diploma or GED preferred
- Forklift experience is required
- 1+ years' experience working in a warehouse or logistics area
- Experience working in a manufacturing / production environment

**C. CORE COMPETENCIES**

- Must be able to lift a minimum of 50lbs
- Must be able to stand at long periods of time, bend, and squat, kneel etc.
- Verbal skills needed.
- Basic math and measuring skills
- Read and interpret documents and drawings is helpful
- Forklift experience and ability to be certified to operate a forklift
- Ability to be cross-trained to do many jobs in plant.
- Ability to work with teammates.

**D. KEY JOB RESPONSIBILITIES**

- Transport material, supplies and product to its need location on time and with the correct quantities.
- Follow directions either verbally and / or written to achieve objective
- Assist operators, sewers with lifting of product or material
- Keep work areas free, clean and safe from trip / safety hazards
- Assist in the shipping and receiving area when needed

**E. SAFETY & QUALITY RESPONSIBILITIES**

- Ensure all safety and non-safety plant rules and regulations are followed.
- Ensure adherence to established quality (applicable ISO) and housekeeping (5'S) standards.

**Authority to prevent occurrences of non-conformances in product, process, and/or systems;**

**identify and record any problems; initiate, recommend or provide solutions and control quality.**

The above statement reflects the general details considered necessary to describe the principle functions of the job identified, and shall not be considered as the detailed description of all work required in the job.

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**Employee's Name (Print)**

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**Employee's Signature**

\_\_\_\_\_  
**Date**

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**Supervisor's Name (Print)**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**