

**COMPANY:** Zonatherm Products, Inc.  
**POSITION TITLE:** Warehouse Worker  
**LABOR CATEGORY:** Non-Exempt  
**REPORTS TO:** Distribution Center Manager  
**APPROVED BY:** Chief Operating Officer  
**DATE:** 03/13/2024

## **JOB SUMMARY**

The Warehouse Worker maintains a clean and safe warehouse, dock area, and grounds maintenance, when necessary. Packs and prepares customer and employee orders for shipping, meeting delivery requirements. They also receive/unload materials and prepare the incoming parts/tools, and equipment from trucks according to established procedures and shipping regulations. They also serve as a backup driver for deliveries, as needed.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains a clean and safe warehouse to optimize space utilization. Also, maintains outside dock area and provides supplementary grounds maintenance, when necessary.
- Utilizes our warehouse management system to track incoming/outgoing materials, products, parts/tools, and/or equipment.
- Prepares the distribution/processing of materials, products, parts/tools, and/or equipment for shipment:
  - Receives orders/requests from Zonatherm and ThermFlo customers and internal employees.
  - Stages the orders and ensures order and items match.
  - Communicates all necessary information on each shipment.
  - Loads truck(s) with outgoing items, utilizing forklift and/or dock leveler as appropriate.
- Receives/processes the incoming of materials, products, parts/tools, and/or equipment:
  - Verifies storage locations for supplies and temporary storage in the parts department receiving area.
  - Responsible for unloading all shipments intended for Zonatherm and ThermFlo. Places incoming products in their proper location.
  - Inspects materials for potential damage, reports as necessary, and ensures bills of lading are correct.
- If necessary, set up equipment repairs, and inspect and clean all returned company-owned materials, products, parts/tools, and/or equipment.
- On occasion, delivers parts, as needed.
- Participates in departmental process improvement:
  - Studies and standardizes procedures to assure the timely, accurate, and efficient processing of all shipping and receiving functions.
  - Negotiates with shipping vendors and logistics companies to procure the best service and price possible.
- Collaborates with Parts Department Specialists and colleagues to ensure coordination of special mailings, inventory management, and quality assurance.
- Comprehends and adheres to all safety, quality, and Company guidelines specified in the Employee Handbook, the safety policy manuals, quality procedures or any official Company documents.
- Other duties, as assigned.

## **ESSENTIAL QUALIFICATIONS/REQUIREMENTS**

- **Education and/or Experience:** Requires H.S. diploma or equivalent.
- **Mathematical Skills:** Ability to count for inventory-tracking and shipment preparation purposes.
- **Reasoning Ability:** Excellent organizational and time management skills.
- **Communication Skills:** Ability to listen and talk effectively to understand and communicate the needs of customers and coworkers. Ability to read and interpret documents.

- **Computer Skills:** Ability to operate MS Office, internal business application computer system, and ability to be trained in bar-coding.
- **Physical Demands:** While performing the duties of this job, the employee is frequently required to sit; talk; hear the warning sound of the truck; and use hands to handle, or touch objects or controls. Performs repetitive motion of fingers, hands, wrists, arms, shoulders, and upper body while packing, unpacking, loading, and unloading shipped goods and printed inventory. The employee is regularly required to stand and walk, stoop, bend, or reach above the shoulders. This position requires the dexterity of fingers to gather and pack items for shipment and enter data into the computer. The employee must lift up to 70 pounds when needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Supervisory Responsibilities:** This position has no supervisory responsibilities.
- **Driving Responsibilities:** This position requires occasional travel within the Chicagoland area with a valid driver's license and proof of automobile insurance.
- **Work Environment:** Warehouse and office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and scanners.
- **Position Type and Expected Hours of Work:** This is a full-time position, and typical workdays are Monday through Friday from 7:00 A.M. to 4:00 P.M., with one (1) hour unpaid lunch. Occasional outside-hours support will be required, when necessary.
- **Other Qualifications:** Must follow safety standards when working with tools and equipment and must be able to receive forklift certification and dock leveler training within the first week of starting in the position. After the first week, must be able to operate dock leveler, as well as forklift in a variety of weather and traffic conditions. Must also be able to receive a 30-hour OSHA certificate within ~the first month of start in this position.

## **PREFERABLE QUALIFICATIONS/REQUIREMENTS**

- **Education and/or Experience:** One (1) to three (3) years of experience in a shipping environment with knowledge of warehouse procedures and functions is preferred.
- **Other Qualifications:** WMS proficiency is preferred. Additionally, basic knowledge of construction tools and equipment is preferred.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.*

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*