

JOB DESCRIPTION

JOB TITLE	Picker/Packer		
Report to(title)	Shipping Supervisor		
Department Name	Distribution Center		
Original Date	March 2003	Last Rev Date	November 2010

Position Summary: (Summarizes overall purpose of job.)

Picks and packs all outbound customer shipments.

Essential Functions and Responsibilities:

- Frequently lifts, carries or otherwise moves and positions objects weighing up to 50 pounds when picking and packing customer orders
- Frequently pick to the invoice/batch sheet, verifying that correct merchandise is being picked; Error rate per person needs to be maintained at 1% or less (approximately 1 mistake per every 100 orders)
- Frequently pack orders one at a time using appropriate packaging guidelines to ensure proper presentation of product and order accuracy
- Regularly check each order for correct item number and count; the error rate per person needs to be maintained at 1% or less (approximately 1 mistake per every 100 orders)
- Regularly must be able to pick/pack 20 orders per hour

Other Functions and Responsibilities:

- Performs other duties as assigned

Qualifications/Basic Job Requirements:

- Six (6) months preferred experience in warehouse, stockroom or retail environment
- Excellent time management, organizational, and detail-oriented skills
- Excellent verbal communication and reading skills
- Basic math skills

Physical/Mental Requirements and Work Conditions:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

Never = Never

Occasionally = up to 2 hours per day

Often = 2 - 6 hours per day

Very Frequently = 6 or more hours per day

	Never	Occasionally	Often	Very Frequently
Reading, Spelling, etc	Never	Occasionally	Often	Very Frequently
Math, numerical ordering	Never	Occasionally	Often	Very Frequently
Problem solving	Never	Occasionally	Often	Very Frequently
Reasoning / Comprehension	Never	Occasionally	Often	Very Frequently
Decision making / judgment	Never	Occasionally	Often	Very Frequently
Detailed Work	Never	Occasionally	Often	Very Frequently

Handling difficult situations	Never	Occasionally	Often	Very Frequently
Verbal Communication	Never	Occasionally	Often	Very Frequently
Written Communication	Never	Occasionally	Often	Very Frequently
Constant Interruptions	Never	Occasionally	Often	Very Frequently

Sitting	Never	Occasionally	Often	Very Frequently
Standing	Never	Occasionally	Often	Very Frequently
Walking	Never	Occasionally	Often	Very Frequently
Bending/Squatting	Never	Occasionally	Often	Very Frequently
Hearing/listening	Never	Occasionally	Often	Very Frequently
Seeing	Never	Occasionally	Often	Very Frequently
Repetitive Motion (turning using body up to 20 times per hour)	Never	Occasionally	Often	Very Frequently
Lifting/Carrying up to 25lbs	Never	Occasionally	Often	Very Frequently
Pushing/Pulling/ Lifting Heavy Objects - 50 lbs	Never	Occasionally	Often	Very Frequently
Hand Dexterity	Never	Occasionally	Often	Very Frequently
Climb Stairs/ladder	Never	Occasionally	Often	Very Frequently
Ability to Move Distances within and Between Warehouses/Offices	Never	Occasionally	Often	Very Frequently

Works Alone	Never	Occasionally	Often	Very Frequently
Works with others	Never	Occasionally	Often	Very Frequently
Inside	Never	Occasionally	Often	Very Frequently
Moderate Heat	Never	Occasionally	Often	Very Frequently
Noise	Never	Occasionally	Often	Very Frequently
Mechanical Equipment	Never	Occasionally	Often	Very Frequently
Electrical Equipment	Never	Occasionally	Often	Very Frequently
Cardboard/Paper Materials	Never	Occasionally	Often	Very Frequently
Dirt/Dust	Never	Occasionally	Often	Very Frequently
High Places	Never	Occasionally	Often	Very Frequently
Moving Objects	Never	Occasionally	Often	Very Frequently

Attendance:

Compliance with general company attendance standards is acceptable.

FLSA Status:

Non-exempt (eligible for overtime pay)

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.