

# SHERMAN'S

**Position:** Daytime Warehouse Associate I

**Reports to:** Warehouse Manager

**Essential Functions:**

- Ensure safe and accurate handling of product inventory and quality customer service
- Demonstrate proficiency in completion of basic product receiving tasks – including but not limited to accurate scanning to rack location
- Prompt friendly response to customer pick-up requests
- Safely operate warehouse equipment
- Ensure warehouse floor is maintained free of product debris between trucks
- Participate in department meetings
- Demonstrate and adhere to Sherman's Core Values
- Take direction from any member of Warehouse and Delivery Management Team or their designee

**Education:**

Essential: High School diploma or equivalent

**Experience:**

Desired: Previous warehouse experience

**Licenses and certifications:**

Desired: Valid driver's license, insurable driving record, and proof of insurance

**Knowledge, skills, and abilities:**

- Strong customer service and communication skills
- Basic knowledge of computer programs and electronic mail
- Working knowledge of common hardware and tools
- Critical thinking, problem solving, and troubleshooting skills
- Able to work collaboratively in a team environment
- Knowledge of safe work practices
- Able to follow oral and written directions and specific rules, regulations, and processes and apply them to a variety of situations
- Time management and ability to maintain workflow in a fast paced environment

**Working conditions:**

While performing the duties of the job, the employee is frequently required to stand, walk, stoop, bend, climb, push, pull, twist, lift, sit, reach with hands and arms, use hands to finger, handle, or feel objects. The employee is occasionally required to read and interpret, listen and talk. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be subject to a variety of weather conditions. The noise level in the work environment is moderate to loud. Employee must climb stairs. Employee may be required to lift and/or move items weighing in excess of 100 lbs. and team lift up to 600 lbs.

**Working schedule:**

Generally a 5-day work week which may include holidays. At least one weekend shift per week is required. Additional hours may be required.

**FLSA:** Non-exempt

**Date:** October 2023