

**Distribution Center Associate
(Job Overview)*
*not an all-inclusive job description**

Summary: Under the direction of the Distribution Center Shipping & Receiving Supervisor receives, stores, and distributes material, tools, equipment, and products within establishment by performing the following duties.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Reads work order, shipping order, and requisition or follows verbal instructions to determine items to be moved, gathered, or distributed.
- May use handheld barcode scanner, other electronic device, and/or written paperwork to track items as they enter or leave the Monroe Distribution Center.
- Receives, checks in, and unloads in-bound merchandise manually or by forklift.
- Prior to operating a forklift, the forklift driver must perform a daily forklift inspection to check the lift to ensure that mechanical, safety and emergency equipment is in good working order and complete the appropriate paperwork to document the inspection.
- Processes items for storage by sorting and palletizing material as it is received. Places product in the assigned storage area, rack, shelf, or bin according to predetermined sequence such as size, type, style, color, or product code.
- Selects out-bound customer orders from stock, palletizes, shrink wraps, and moves to staging area and/or loads onto trailers manually or by forklift. Installs strapping, bracing, or padding to prevent shifting or damage in transit.
- Attaches identifying tags or labels to materials or marks information on cases, bales, or other containers.
- Verifies and ensures accuracy of shipping and/or receiving paperwork for each in-bound or out-bound load. Ensures proper packaging of associated paperwork before material is moved to staging areas.
- Lifts heavy objects by hand or with power hoist, and cleans work area, machines, and equipment.
- Completes required shipping and receiving documents and submits in a timely manner to the appropriate person.
- Meet daily with Shipping & Receiving Floor Supervisor, assigned Sr/ Distribution Center Associate, and Distribution Center Inventory Control personnel to discuss departmental workflow, resolve problems, and ensure timely and efficient operations of Monroe Distribution Center functions.
- Reports errors in items received and reports any discrepancies as instructed. Notifies appropriate staff of any defective, unusable, or damaged items.
- Assists with daily loading responsibilities, as needed.
- Pull, tag and load customer pickups (CPU's).
- Complies with all federal, state, and local facility regulations; OSHA and company safety policies and procedures; and all ABS policies and procedures.
- Maintains safe and clean work area.
- Participates in safety training as directed.
- Performs other distribution center duties as directed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- Must be at least 18 years of age.
- Must successfully complete a pre-employment drug screen, background investigation and post-offer employment physical.

- High school diploma or general education degree (GED) preferred; and one-year related experience and/or training in shipping, receiving, warehouse and/or distribution center operations.
- Previous experience operating a counterbalanced 2,500 to 5,000-pound Gas/LP or electric sit-down rider powered industrial lift, preferred.

Must speak, read, and write English at a level required for satisfactory performance.

Mathematical Skills:

. Ability to perform these operations using units of American currency, weight measurement, volume, and distance. Ability to interpret data. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

Basic functional understanding of handheld electronic devices, preferred. (i.e. Smartphone or other equivalent).

Certificates, Licenses, Registrations:

Current Forklift Certification, preferred.

Other Skills and Abilities:

- Must be able to work the core business hours of the distribution center, including changes in daily start and stop time to meet the operational demands of the Monroe Distribution Center. This includes variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week, and/or the requirement to work Saturday.
- Ability to read and interpret documents such as product descriptions, shipping and receiving paperwork, safety rules, operating and maintenance instructions, and other paperwork necessary to perform the essential job functions.
- Must speak, read, and write English at a level required for satisfactory performance.
- Basic functional understanding of handheld electronic devices, preferred. (i.e. Smartphone or other equivalent).
- Ability to work with basic mathematical concepts such as ability to add, subtract, multiply, and divide in all units of measure
- Must be able to work alone without guidance and contribute to the overall goals of the department.
- Excellent time management, organizational and detail orientation skills.
- Strong communication skills.
- Ability to handle multiple tasks.
- Need a good sense of balance, distance judgment, and eye-hand-foot coordination.
- Ability to multi-task, prioritize, and work in a fast-paced environment.
- Manual dexterity, distance judgement, overall coordination, and good balance required.
- Ability to use and operate related work aides to include motor driven pallet jacks and forklifts.
- Ability to retain professional demeanor at all times regardless of situation.
- Ability to work well independently as well as within a team environment

- Ability to use a handheld barcode scanner or other electronic device to track items as they enter and leave the distribution center, when needed.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions are physically demanding due to the handling of heavy, bulky materials. Items include a variety of sizes and shapes of building materials and lumber products.

While performing the duties of this Job, the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

- Ability to repeatedly reach and to lift product selected weighting up to 100 lbs.
- Ability to stand, sit, walk, and move rapidly for entire work shift which typically lasts from 8 to 12 hours.
- Ability to bend, stoop, twist and turn frequently while handling product.
- Ability to do repetitious arm movements above and below shoulder level required for product selection.
- Ability to climb ladders to reach, count and move inventory.
- Ability to exert maximum muscle force to lift, push, pull and carry objects.
- Mental alertness is necessary to ensure safe and accurate completion of work activities.
- Ability to wear common protective or safety equipment such as safety glasses, safety boots/shoes and gloves while performing duties.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a non-climate-controlled shop environment that is subject to extremes of heat and cold. (Could range from 15 to 115 degrees depending on weather conditions and heat indices) While performing the duties of the Job, the employee is constantly exposed to the possibility of cuts, scrapes, punctures and/or bruises.

While performing the duties of this Job, the employee is regularly exposed to fumes; outside weather conditions; and vibration. The employee is frequently exposed to high, precarious places; toxic or caustic chemicals; airborne particles; moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually loud.

(The above statements are intended to describe the general nature of the work performed)

(Updated 4-10-2023)