

F:\ISO 9000 Program\Level – I Quality Manual\Job Descriptions\Production Dept\Ship&Rec& Stockroom Asst – Rev. 0

1.0 JOB DESCRIPTION SUMMARY

Shipping/Receiving/Stockroom Assistant

2.0 REPORTING RELATIONSHIPS

Reports to his/her respective Team Leader or Departmental Supervisor per Shipping/Receiving/Stockroom Organizational Overview Chart.

3.0 JOB REQUIREMENTS

3.1 Education

3.1.1 Required – Secondary school graduate or GED (may be waived based on past work experience or an actual task/performance evaluation conducted at job interview).

3.1.2 Preferred – Secondary school graduate with technical courses.

3.2 Experience

3.2.1 Required – Some type of work experience in a manufacturing or distribution type environment where shipping/receiving/warehousing occurred.

3.2.2 Preferred – Six months in a manufacturing plant environment performing shipping/receiving/warehousing type duties.

3.3 Skills, knowledge and abilities

3.3.1 Must be familiar with general warehouse procedures to include receiving and unpacking of goods, packing and shipping of goods, stocking of goods per part number and description.

3.3.2 Must be familiar with UPS, Airborne Express, Federal Express, Common Carrier, and Truck shipping and receiving procedures to include all documentation, policies and procedures.

3.3.3 Must be able to properly package goods for shipment and load equipment onto trucks for shipment.

3.3.4 Must be comfortable in a high quality manufacturing plant environment.

F:\ISO 9000 Program\Level – I Quality Manual\Job Descriptions\Production Dept\Ship&Rec& Stockroom Asst – Rev. 0

- 3.3.5 Must be able to work well with others in a high stress production environment.
- 3.3.6 Must be able to communicate easily with peers and supervisor verbally and in writing.
- 3.3.7 Understand quality assurance issues and need for accuracy in inbound inspection of materials both in quality and quantity.
- 3.3.8 Understand relationships of various departments and functions within the plant environment.
- 3.4 Physical requirements
 - 3.4.1 Must be able to work in a manufacturing environment with a higher than normal sound environment.
 - 3.4.2 Must be able to lift and maneuver heavy pieces of product components up to 100 pounds.
 - 3.4.3 Must be able to operate various stockroom/warehouse equipment to include forklift, stock-picker, scales, pallet jacks, dollies, etc.
- 3.5 Mental requirements
 - 3.5.1 Mathematical – must be able to add, subtract & work with fractions and count well.
 - 3.5.2 Language – must be fluent in English – must be able to read and write.
 - 3.5.3 Mechanical – must be able to use basic hand tools.
 - 3.5.4 Spatial – no particular skill required.

4.0 WORKING CONDITIONS

Most of the workday would be spent in a manufacturing plant environment on his/her feet performing physically demanding tasks.

5.0 ESSENTIAL FUNCTIONS

- 5.1 Receive all inbound materials, inspect for proper quality and quantity, process all associated paper work, store for usage by the FIFO method.

F:\ISO 9000 Program\Level – I Quality Manual\Job Descriptions\Production Dept\Ship&Rec& Stockroom Asst – Rev. 0

- 5.2 Prepare all outbound shipments by insuring proper items are packed/loaded, pack/load items correctly and process all associated paper work.
- 5.3 Understand schedule requirements.
- 5.4 Represent Solar Technology in a professional manner.
- 5.5 Insure that equipment is maintained in a clean and safe manner.

6.0 AUTHORITIES AND RESPONSIBILITIES

- 6.1 Responsible for receiving all inbound materials, inspecting for proper quality and quantity, processing all associated paper work and storing items for usage by the FIFO method.
- 6.2 Responsible for all outbound shipments by insuring proper items are packed/loaded, pack/load items correctly and process all associated paper work.
- 6.3 Responsible to provide production floor/personnel with all required inventoried items at correct location and on-time as to completely support production at all times.
- 6.4 Supervise temporary workers.

7.0 DUTIES AND TASKS

- 7.1 Receive, inspect, verify, count and process inbound inventory.
- 7.2 Place inventory on shelves or distribute, as required.
- 7.3 Bag small parts in appropriate quantities for easy use.
- 7.4 Pack kits for shipping when to be processed elsewhere.
- 7.5 When requested, enter receiving and shipment data into the computer system according to established standards.
- 7.6 Pack kits for in-house use, according to established standards.
- 7.7 Pack and ship parts as dictated by sales orders.
- 7.8 Operate forklift and stock-picker as required.

F:\ISO 9000 Program\Level – I Quality Manual\Job Descriptions\Production Dept\Ship&Rec& Stockroom Asst – Rev. 0

- 7.9 Load finished product onto trucks for shipment.
- 7.10 Insure departmental equipment is maintained in a clean and appropriate manner.
- 7.11 Assist in other departments when required.
- 7.12 Train temporary workers to produce quality products.
- 7.13 Maintain safe area.
- 7.14 Insure that area is cleaned every night at end of shift.
- 7.15 Represent Solar Technology in a professional manner.

8.0 PERFORMANCE CRITERIA

- 8.1 Output conforms to established standards.
- 8.2 Work is produced within established time standards.
- 8.3 Work area is maintained in a clean and safe manner.