



Warehouse Worker

Job Description/Task Requirements

Department: Warehouse

Reports to: Warehouse Manager

Note: At Service West, we provide a team-family environment that promotes safety, personal growth, opportunities for advancement and achievement. Critical to our continued success is hiring team-family members that are an exceptional fit with our company culture. We have high standards for our management and employee teams and we strive to live our Cultural Pillars and Value Proposition on a daily basis.

Cultural Pillars

HEART => Humility / Execution / Accountability / Respect / Trust

Provide the Ultimate Customer Experience / Amaze and Delight our customers

Continuous improvement through employee empowerment and customer collaboration

Great results from well-planned and safe work

Team-based family environment with opportunity for ALL

Value Proposition

At Service West, we deliver great quality work and services by anticipating service requirements, proactive planning and problem-solving, communicating professionally, and delivering seamless project execution all while building winning and long-lasting relationships with our customers.

Specific Responsibilities and Duties include but are not limited to:

Receiving, Storage and Reloading:

- Manage receipt of all product, including verifying box count, packing slip counts and inspecting for freight damage.
- Accurately place materials on shelves, in racks or other designated storage areas in an orderly manner.
- Review all orders to determine if they were picked correctly.
- Communicate product receipt to receiving administrator and customer service on a daily basis and directly to clients on an urgent, special need basis.
- Pull product and assist loading for all shipments out of warehouse, ensuring that product is protected and vehicles are properly packed.
- Maintain warehouse in clean, neat and highly organized manner, including all stored product, supplies, equipment.

Requirements:

- Be able to identify product by size, type, style, and color or product code.
- Solid reading skills - must be able to read orders/match orders on shipping tickets to items picked.
- Basic math skills and reasoning skills.
- Ability to understand and carryout instructions.
- General understanding of warehouse operations.
- Operate inventory control equipment, i.e., bar-coding equipment, handheld devices.

Qualifications:

- High school diploma or GED required.
- Warehouse and distribution.

***Background check and drug screening required for employment**

****Service West is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.***