

Job Title: Processor

FLSA Classification: Non Exempt/Hourly

Reports To: Employment Manager

Revised: June 2018

Position Summary:

The Processor must learn and gain experience operating and completing multiple functions associated with the processing of warehouse job orders.

Qualifications/Requirements:

- Must pass a pre-employment and random drug screens.
- Must pass a background check which includes submitting fingerprints for a national database search.
- Must possess a desire to work with people with intellectual and/or developmental disabilities.
- Must have the ability to communicate and follow instructions, both verbally and in writing.
- Must possess basic computer skills, be organized and detail-oriented.
- Regular and punctual attendance is required. Nights, weekends and overtime work may be required at times, depending on order fulfillment demands.

Responsibilities:

- Must learn and gain experience in each of the following processing functions: Kitter/Matcher, Auditor, Vibra, RF Check-in, Shipper.
- Always confirm/verify when matching paperwork with orders and/or labels.
- Must process a minimum of twelve orders per hour.
- Verify completed parts with paperwork by auditing 100% of all completed jobs.
- Track errors on audit-tracking log
- Consolidate orders shipping to the same location.
- Use RF scanner for checking in all LTL freight orders received.
- Pull oldest jobs to vibra machine first; operate high volume and low volume vibra machines.
- Operate oven to assure painted parts are baked correctly.

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 the Processor job.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.
- Processors will frequently be walking, lifting or moving packages weighing up to 50 pounds, frequently bending, pushing, and stooping.

- Constant standing, walking and/or moving may be required.
- Work is performed in a warehouse-type environment, which may have frequent temperature fluctuations and loud noises.

Benefits:

- Competitive hourly pay rates, starting at \$10.00 per hour.
- Full time 1st shift, Monday-Friday 9:00 am to 5:30 pm
- Overtime hours required during the week and occasionally on Saturdays, paid at 150% of the hourly rate for all hours over 40 per week
- Generous paid time off accrual and holiday pay
- Health, dental, vision, life insurance, short term disability, long term disability, IRA