



## **Job Description**

**Title:** Materials Handler

**Reports To:** Shipping and Receiving Manager  
Indirect Reporting to Production Managers

- Responsibilities:**
- Stocks and supplies all machines with required raw materials and supplies.
  - Labels, packages, and wraps finished goods as they are produced.
  - Moves finished goods from production to the staging or storage area immediately after production.
  - Assists with picking and staging orders for shipment.
  - Stores product in the proper location as directed.
  - Set up and removal of Gaylords and skids of recyclables.
  - Ensure work areas are in conformance with Good Manufacturing Practices.
  - Ensure work activities are performed according to QMS, EMS, and GMP procedures and requirements.

- Education and Training:**
- High school diploma or GED.
  - Warehousing and shipping experience
  - Tow motor experience
  - Able to follow directions.
  - Willing to learn new things and help others as requested.

**Status:** Hourly \$15.00 – \$16.00