



## LOWER COLUMBIA CAP JOB DESCRIPTION

**JOB TITLE:** Warehouse Worker  
**REPORTS TO:** Warehouse Coordinator  
**CLASSIFICATION:** Hourly, non-exempt  
**SALARY RANGE:** Wage Class I

This description is intended to describe the essential job functions and requirements for the performance of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

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**SUMMARY:** Will use hand tools and motorized equipment to move manufactured goods and materials to and from storage areas, loading docks, and delivery vehicles. Work will include receiving and processing shipments of stock, storing and distributing product and can include picking, filling, or packing orders, and other duties as assigned.

### **DUTIES AND RESPONSIBILITIES:**

1. Pull ordered material from appropriate bins.
2. Pack shipping containers or boxes.
3. Take and maintain inventory.
4. Track orders and document work.
5. Move pallets using hand truck or pallet jacks
6. Attend required meetings and trainings
7. Other duties and tasks as may be assigned or requested

**MINIMUM QUALIFICATIONS:** High school diploma or GED; Demonstrated proficiency in written and oral communication skills; organizational skills, reliable and dependable a must; ability to follow all safety rules; flexibility, efficiency and willingness to learn; experienced forklift, pallet jacks and other material handling tools and equipment use. Excellent time management skills; ability to take initiative and require minimal supervision. Willingness to attend out-of-town meetings. Available, reliable transportation, valid driver's license, proof of vehicle insurance, and clean driving record. No record of criminal history. Must be willing to be a positive ambassador for the Agency.

**PHYSICAL REQUIREMENTS:** Ability to work effectively under pressure or stress.  
Ability to travel throughout the service area.

LCCAC is a drug and smoke free workplace and an Equal Opportunity Employer.