

Enviro Tech Chemical Services, Inc.
Job Description



Job Title: Production Material Handler	Backup: Production Material Handler Supervisor
Work Location: Helena, AR	
Department: Production	
Reports to: Production Manager	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Nonexempt	Revision Date: 2/28/19 HR Contact: Facility HR Representative

Essential Duties and Responsibilities:

A Production Material Handler performs all tasks related to the company's warehoused goods. The position follows general management practices and safe work habits. This person is responsible for the company's warehoused materials and products to ensure proper storage protocols are followed as well as maintaining the company's business systems accuracy of inventoried materials/products. This position also aids in general cleaning and other labor.

- Ability to listen and take directions from supervisor, and/or coworkers.
- Ability to obtain knowledge of shipping & receiving department.
- Aware of different customer products and labels.
- Forklift operation with current forklift license.
- Maintain shipping and warehouse transfer documents in a neat and orderly manner.
- Must be CFR49 Certified.
- This position inspects, promotes, and maintains adherence to food safety cleanliness in the handling of product, ingredients and finished goods using proper work procedures and compliance with Food Safety and Quality Standards as defined by the FDA, SQF, HACCP and GMP Programs.
- Report any inventory inaccuracies to the inventory or production manager promptly.
- Ensure adherence to company policies and procedure, pay special attention to safety regulation.
- Work with both production and shipping to ensure on time shipment and customer satisfaction.
- Maintain the accuracy of all inventory boards on product racking systems.
- Contributes to team effort by accomplishing related projects and offering help as needed.
- Complies with company GMP's, HACCP, Safety rules and employee conduct policies at all times
- Maintain shipping and warehouse product and package segregation according to company guidelines.
- Ability to inspect filled containers for inaccuracies: lot#, labels, container defects.
- Ability to help with production repacks and filtering.
- Perform other job-related duties as required.

Education and/or Work Experience Requirements:

- High School Diploma or GED required.
- Verbal and written communication skills, including ability to effectively communicate with internal team members and external vendors or customers via email, telephone, 2-way radio, or handwriting.
- Computer proficiency (MS Windows and Office)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Acceptable organizational and time management skills.

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Physical Requirements:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee is occasionally required to walk, climb, or balance.
- Specific vision abilities required by this job include close and long-range vision with good peripheral vision.
- Must meet respirator fit test requirements.
- The employee must frequently lift and or move up to 50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the job essential functions of this job. The employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity, rain and wind. The noise levels in the work environment are low to moderate.
- While performing the duties of their job, the employee will utilize industrial equipment to transport, blend, and package hazardous and non-hazardous materials and compounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their job.
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources ph. (209) 232.2216, email scoen@envirotech.com.

Print Employee Name:

Employee signature:

Date:

Manager Signature:

Date:

Human Resources Signature:

Date: