

JOB DESCRIPTION

JOB TITLE: Warehouse Assistant Manager

CATEGORY OF EMPLOYMENT/STATUS: Support Staff

CATEGORY OF EMPLOYMENT/CLASSIFICATION: Full-time

DEPARTMENT: Employment Services

JOB SUMMARY: Responsible for assisting day-to-day production and scheduling of work performed at all day program locations.

LOCATION: As per the need of the service.

DUTIES:

1. Responsible for assisting the Warehouse Manager in the successful and timely flow of production work. Assist with and oversee all work that is set-up during the day.
2. Deliver and pick up materials as needed, operate Agency Vehicles when necessary.
3. Establish and maintain designated work areas and arrange as needed; ensure orderly and safe conditions at all times. Ensure proper working condition of work areas, grounds, trucks, tools, fixtures and equipment; arrange for repairs/replacements as needed.
4. Responsible for working with the Warehouse Manager to ensure accurate and timely shipping and receiving of all subcontract work materials and finished products.
5. Establish and maintain inventory control systems for all raw and finished materials; keep inventory current at all times; notify customers of any inventory shortages.
6. Assist in the preparation of and/or conduct time studies necessary to establish accurate consumer hourly rates and piece rates used to provide accurate contract bids for current and future business.
7. Work with consumers on an individual and group basis to maintain order of warehouse.
8. Recommend tools, fixtures, equipment or layout changes to improve work flow, productivity, quality of consumer performances. Recommend improved methods, records, etc. to enhance quality and efficiency.

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9. Monitor and provide for the quality assurance of the finished product, and delivery date deadlines necessary for each contract.
10. Arrange for regular removal and recycling of appropriate production boxes, plastics, paper, etc.
11. The employee agrees to cooperate with the agency and DDD Staff during any inspection or investigation.
12. Perform other duties as required by the nature of the position or as requested by Supervisor.

IMMEDIATE SUPERVISOR: Warehouse Manager

DIRECTION OF OTHERS: No direct staff supervision.

POSITION WITHIN TABLE OF ORGANIZATION: See Table of Organization.

EDUCATION: High School Diploma or equivalent required. Some college education or other technical training preferred.

EXPERIENCE/TRAINING: 1-2 years of business experience, preferably in a production setting desired. Knowledge of working with a developmentally disabled population preferred. A valid NJ driver's license and acceptance by the Agency's auto insurance carrier required. Must be capable of driving the Agency vehicle.

EQUIPMENT: Operational knowledge of a variety of production equipment required(including tools, fixtures, storage equipment etc.) Must demonstrate good safety practices.

JUDGMENT AND INITIATIVE: Must function well with minimum supervision. Must be a detail-oriented individual with good organizational skills. Ability to function in a semi-supervisory capacity to facilitate work flow and plant activities required.

COMMUNICATION SKILLS: Strong oral and written communication skills in English required to interpret and relay job specifications, prepare reports etc., as well as for regular formal and informal communication with staff, consumers/workers and outside business.

WORKING CONDITIONS/HAZARDS: The behavior of consumers may change dramatically without obvious cause, which may create, at times, hazardous situations. Lifting of heavy objects or persons may be required.

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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 job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SALARY RANGE: As per Agency salary guide.

DATE EFFECTIVE: April 20, 2001

DISCLAIMER CLAUSE: This job description and specifications are not intended and should not be construed to be an exhaustive list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the Warehouse Assistant Manager's position within this Agency's operation.

Revised: 10/03

Reviewed: 04/07