**Material Handler**

**Production: Monday through Friday 6 AM - 2:30 PM**

**Warehouse: Monday through Friday 9 AM – 5:30 PM**

**Position Purpose:** Provide assistance to department staff by transporting materials in and out of department as needed. Track inventory and retrieve supplies for production.

**Essential Duties and Responsibilities**

* Transport skids to warehouse
* Maintain system integrity of products being sent to warehouse
* Pull stock for manufacturing and order shipment
* Load skids after customer orders are prepared for shipment
* Perform other tasks as assigned by management
* Materials receipts from vendors
* Order processing

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successful perform the essential functions of this job.

* The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds.
* While performing the duties of this job, the employee is occasionally required to push/pull using a manual hand jack or electric hand jack. Pallets can weigh as much as 500-800 pounds.

**Company Conformance Statement**

In the performance of their respective task and duties, all employees are expected to conform to the following:

* Perform quality work within deadlines with or without direct supervision.
* Interact professionally with other employees.
* Work effectively as a team contributor on all assignments.
* Work independently while understanding the necessity for communicating and coordinating with other employees.
* Each employee is responsible for helping Tap Packaging attain the objectives stated in the Quality Policy through sound judgment and environmental responsibility. In addition, employees may be required to play active roles in the day-to-day operation of quality programs, quality procedures and work instructions.