



JOB DESCRIPTION

DISTRIBUTION CENTER WORKER

Date Revised: 08/18/2014	Division: Distribution
Job Code: D3014	Location: Braselton/Ontario
Pay Grade: N/A	Type: Non Exempt / Full Time

Purpose of Position: In accordance with company policies and procedures; performs necessary functions to ensure proper closing and auditing of pallets. Fill customer orders accurately.

Primary Functions:

1. Audit glass to verify accuracy of order pickers.
2. Build pallets for use in distribution center.
3. Perform pallet recycle functions and operate waste compactor.
4. Follow distribution center work instructions.
5. Open pallets of glass in replenishing areas.
6. Operate sit down fork lift and order picker machine.
7. Maintain a safe and clean work environment.
8. Obey all safety rules.

Secondary Functions:

1. Other duties as assigned.

Managerial & Supervisory Requirements:

N/A

Core Competencies:

- ***Live our Values:*** Do what is right.
- ***Think People First:*** Recognize that having great people is the ultimate competitive advantage.
- ***Have Passion for Creating Customer Delight:*** Deliver the optimal customer experience internal & external)
- ***Understand the Business (and your role within it):*** Learn and apply position expertise and industry knowledge.
- ***Be Innovative:*** Think differently for better business results.
- ***Drive for Extraordinary Results:*** Show personal desire, energy and focus to succeed against high standards.

Minimum Requirements:

High school diploma or G.E.D.

Report To: Distribution Center Supervisor

Travel Requirements: 0%

**Other Qualifications: Ability to read and understand written materials and follow instructions.
Knowledge of forklift safety.**

Acknowledgment: This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the associate filling this position, who will be required to follow instructions and perform any duties required by the associate's supervisor or designee.