

WAREHOUSE ASSISTANT**Department:** Construction**Reports to:** Warner Bros. Construction Manager**Classification:** Hourly Non-exempt**Company:** Warner Bros., LLC.**Revised:** September 2022

Position Summary:

The Warehouse Assistant is responsible for assisting the warehouse manager with the safe and efficient operation of the warehouse. This position requires frequent driving between facilities and job sites delivering mail, tools, equipment, and other items needed or requested.

Essential Functions:

The following list is intended to be exemplary of the physical demands of the position however it is not exhaustive of all day-to-day functions. The applicant will be required to perform any or all of the following in a given day or week:

1. Adheres to all safety rules and works safely on all job tasks.
2. Ability to work with other employees and communicate effectively and efficiently.
3. Ability to drive safely and efficiently.
4. Report immediately to supervisor any damage to the equipment or safety hazards or accidents.
5. Must be able to consistently lift and/or manipulate with push/pull force +/- 50 pounds;
6. General cleaning and organization of the warehouse
7. Errands as needed and requested in Company truck
8. Repair of small tools/equipment
9. Answering telephone
10. Inventory of small tools/equipment
11. Other duties as assigned.

Other Accountabilities/Responsibilities:

Other duties as may be required, within scope of designated work restrictions.

Position Requirements:

High school diploma or equivalent. Ability to work as part of a team and ability to pass a physical and drug screen. Must have a valid driver's licenses Class B preferred. Must possess sound judgment ability, and ability to analyze MSDS sheets.

Physical Demands

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit and use hands, reach with hands and arms, handle, see, feel, talk listen and smell. The employee is occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

Work Conditions

Incumbent must be able to tolerate moderate to loud noise level (PPE will be provided, including hearing protection as required), long hours standing, walking, and laboring outdoors in varying weather conditions – frequently in extreme heat.

Independent Action:

Performs work independently within scope of established guidelines and practices.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.