

**Uncontrolled
If Printed**

**ALEX PRODUCTS, INC.
JOB DESCRIPTION**

JOB TITLE: Material Handler

DEPARTMENT:	Manufacturing	DIVISION:	All Business Units
PREPARED BY:	K. Schumm	DATE:	3/29/04
REV:	B	PAGES:	2
APPROVED BY:	<i>April Spangler</i>	DATE:	3/29/04

JOB FUNCTION:

To manually or by tow motor move materials, supplies, and finished goods to designated places in the facility or onto trucks and is responsible for all necessary paperwork.

ESSENTIAL FUNCTIONS:

- Reads work order or follows oral instructions to ascertain materials or containers to be moved.
- Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand.
- Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit.
- Conveys materials from storage or work sites to designated area or vice versa.
- Counts, weighs, and records number units of materials moved or handled on daily production records and keeps record of this information.
- Produces and attaches identifying tags or labels to materials or marks information on cases, bales, or other containers.
- Stacks or assembles materials into bundles and bands bundles together.
- Assembles crates to contain products.
- Coordinates documentation to physical product to ensure timely, damage-free, and accurate shipments.
- Interfaces with other business units to ensure timely and accurate receipt of products and to resolve work order discrepancies.
- Operates industrial truck or uses a pump cart to assist in loading or moving materials and products.
- Responsible for reporting any incorrect documentation.
- Train and mentor new employees or employees new to equipment. Knows and understands the Alex Products Quality Policy and other quality procedures relevant to their job.
- Observes and obeys all safety procedures and policies.
- Completes all necessary quality paperwork.
- Ensures the policies and procedures of the environmental management system are being followed and submits continuous improvement ideas in accordance.
- Ensures the facility is being a good neighbor to the community.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) preferred; One to two years previous experience; or equivalent combination of education and experience.

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CERTIFICATES, LICENSES, REGISTRATIONS:

Must maintain valid driver's license and have a good driving history. Must hold valid tow-motor license and complete Alex Products tow-motor training.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute scale weights and measures.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.