

## **Besco Steel Supply**

## **Employee Job Description**

Job Title <b>Order Puller/Labor</b>	Effective Date <b>September 2005</b>	
Pay Type <b>Hourly <u>X</u> Salary <u>  </u> Other <u>  </u></b>	Department Name <b>Operations</b>	Job Location <b>Georgia</b>
Supervisor Title <b>Shift Supervisor</b>		

### **Basic Position Description** (Summary of why job exists)

Order Pullers and Laborers are responsible for all product pulls, order staging, warehouse cleaning and vehicle loading/unloading. Directly supervised by the Shift Supervisor or Warehouse Manager, these positions are assigned various warehouse duties each day and shift complete work as directed by the appropriate supervisor. Order Pullers and Laborers are expected to work safely and complete assigned work in a high quality and productive manner.

### **Key areas of responsibility:**

- Reporting to work for shift duty at least 15 minutes in advance of shift start.
- Properly using time clock in/out for all breaks and work start/stoppage.
- Completing all assigned work effectively and taking individual responsibility in keeping work area organized and clean.
- Wearing all required safety gear and clothing and operating all work duties in a safe and attentive manner.

### **Essential Job Functions:**

Complete all work assigned on time and communicate regularly with other warehouse employees as needed to complete assigned tasks. Communicate with supervisor regularly to alert status of work flow and completion.

### **Position Accountabilities:**

- Reporting to work on-time and in advance of shift starts (15 minutes).
- Completing all prescribed work in a timely, safe and productive manner.

### **Assignment, Review and Approval of Work:**

Pullers and Laborers report directly to the Shift Supervisor or Warehouse Manager for the assigned location.

### **Education and Job Experience Requirements:**

A high school education is desired to assume this position. Additionally, previous experience in a position requiring physical labor and long work hours is desired. Dependable work experience is required.

### **Other Requirements:**

- Ability to lift heavy materials and perform physical labor over extended period of time.
- Ability to use a tape measure and identify products by size and length.
- Dependability, attentive work practices and desire to perform quality and efficient work.