



Employee Requisition Form

Position to Be Filled: Warehouse Attendant

Purpose: Responsible for assisting in record keeping and storage of incoming goods under the direction of the Warehouse Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist unloading trucks, reading customer orders, work orders, shipping orders, or requisitions to determine items being moved, gathered, or distributed and/or shipped.
• Move materials and items from receiving or storage areas to shipping or to other designated areas.
• Sorting and placing materials or items on racks or shelves, or in bins according to predetermined sequences such as size, type, style, color, or product code.
• Filling requisitions, work orders, or requests for materials, tools, or other stock/non-stock items and distributes items to shipping or to other designated areas, per the FIFO systems.
• Ensuring warehouse is accessible and safe for associates and customer traffic.
• Assembling customer orders from stock and places orders on pallets or shelves or relocation orders to holding areas or shipping department.
• Marking materials with identifying information using appropriate methods.
• Opening bales, crates, and or other containers
• Assisting in counting of physical inventory when necessary.
• Weighing and counting items as required for distribution to ensure conformance to safety, and company standards.
• May be assigned facilities maintenance as needed.
• Completing requisition forms to order supplies from other departments.
• Sweeping, dusting, and mopping.
• Bagging ice and stocking ice merchandisers in various locations throughout the complex.
• Always organize warehouse and/or work area for orderliness.
• Work weekends, holidays and/or various shifts and occasional overtime
• Must be able to operate/drive Tachi Palace catering truck when necessary.
• Must wear required safety equipment as needed.
• Any other duties as assigned.
• High school diploma or general education degree (GED) required.
• 3 months or more related experience and/or training within a warehouse.
• Must maintain a valid Driver's license.

Reports To: Warehouse Supervisor
Starting Rate of Pay: D.O.E
Approximate Hours: Full-Time
Filling Deadline: Open Until Filled

