



Job Description / Training Checklist

Warehouse Operator - Class 1

Warehouse Document # **JDTC-41-001**

Revision No: 1
Revision Date: 3/29/11
Issue No: 1
Issue Date: 8-21-02
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Position: Warehouse Operator – Class 1

Reports to: Warehouse Foreman or Supervisor

Minimum Qualifications (preferred): High school diploma, or equivalent, or 5-7 years warehouse experience.

Key Responsibilities: This position requires intimate knowledge of warehouse practices, surroundings, and raw materials stocked in the warehouse. These materials include structural, tubing, pipe, and bar stock items such as: channels, beams, angles, flats, rounds, pipe and tubing products. Also required is the ability to determine the grade of material (alloy, carbon, stainless, aluminum, brass, bronze, plastic, etc.) based on manufacturer or LMF tags/markings. This position must be able to read and write the English language. Also must be able to read and comprehend measuring devices. This position also requires abilities to work with varied dimensions and measures. This position requires a working knowledge of the AS400 computer system and must be able to use and operate the Warehouse PC and software. This position works closely with all departments of LMF and external customers. Must be able to load customer vehicles and unload LMF and vendor trucks.

Job Responsibilities and duties for this position:

- Adheres to all plant safety rules and procedures.
- Able to identify all material grades and classifications.
- Complete knowledge of racking system.
- Set-up and operate production equipment, as required.
- Operates production equipment while under the supervision of the Warehouse Supervisor.
- Identifies and segregates suspect parts with quality issues.
- Records production and operational information, as required.
- Demonstrate the ability to complete all necessary AS400 data entry.
- Processes all documentation per written or verbal instructions.
- Reads blueprints, drawings, or written specifications to determine the appropriate process and equipment.
- Keeps work area neat and clean.
- Performs preventative maintenance on production equipment, as required.
- Perform miscellaneous duties as required by the position or Warehouse Supervisor.
- Inspect parts and materials from receiving through finished product, as appropriate.
- Appropriately identify and package parts for next operation or customer.
- Loads customer vehicle.



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- Unloads LMF and vendor trucks.
- Run fork truck, stacker crane, overhead crane, etc.
- Demonstrate a complete working knowledge of all measuring devices.

Reviewed / Approved By:	Title:	Date:
Trent Mulloy	President	3/29/11
Prepared By: James Dykes	Quality Assurance Manager	3/29/11

Employee Name:			Date of Hire:
Sponsor:			(or) Date of Transfer:
Date	Trainer	Trainee	Training Received
			1. Adheres to all Warehouse & Plant Safety rules.
			2. LMF Hourly Employee Handbook
			3. Housekeeping.
			4. Quality System Orientation Training
			5. Has complete knowledge of LMF Manufacturing Documentation such as: Process Sheet, Bill of Materials, Pick lists, LMF Shop Drawings, Customer Specifications, Customer Drawings, Part Layout Sheets, Cutting Lists, etc.
			6. Able to identify all material grades & classifications, and locate material efficiently using the bin racking system of the Warehouse.
			7. Demonstrates a complete working knowledge of all Incoming, In-process, and Final Inspection processes followed at the Warehouse.
			8. Has a complete working knowledge of the Warehouse Quality System, including all Operating Procedures, Work Instructions, & Forms.
			9. Demonstrates a complete working knowledge of the Warehouse Preventive Maintenance program for production equipment.
			10. Demonstrates the ability to complete all necessary(AS400 data entry, required in the day-to-day operation of the Warehouse using the Warehouse PC – if required.
			11. Demonstrates a complete working knowledge of material lay-out and ability to efficiently set-up, maintain, & operate all production equipment and machinery:
			Vertical Saws: Machine #'s



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			Horizontal Saws: Machine #'s
			Rebar Cutter: Machine #'s
			Forklift(s): Machine #'s
			Pipe & Bolt Threaders: Machine #'s
			Overhead Crane
			12. Demonstrates a complete working knowledge of all Measuring Devices used in Warehouse (tape measures, scales, calipers, combination squares, etc.).
			13. Demonstrates a complete working knowledge of proper loading materials on customer vehicle.
			14. Demonstrates a complete working knowledge of proper identification and packaging of parts for next operation or customer.
			15. Demonstrates a complete working knowledge of proper use of fork truck, stacker crane, overhead crane, etc.
			16. Demonstrates a complete working knowledge of all In-process, and Final Inspection processes followed at the Warehouse and how to correctly process and file paperwork.

Other important information:

- Never use an obsolete revision of an Operating Procedure, Work Instruction, Form, etc. If in doubt, the current revision status of a document is available in the Quality System Binder located in the “yellow” MSDS cabinet or on the department’s current computer ‘Server’ drive.
- Always check the calibration status label of calibrated equipment and never use an instrument that is out of calibration.
- If a document that you are using needs revision, make the department management or the Quality Assurance office aware so the appropriate changes can be made. If it isn’t right, let someone know. You are the most accurate input for changing documents.

I have been trained on each of the items listed above and am comfortable that I can safely perform the tasks specified for this Job.

 Employee’s Signature Date

 Sponsor’s Signature Date

 Warehouse Supervisor Date