



## **Dock/Warehouse Associate**

### **Job Summary:**

Loading and unloading trucks/trailers and provide assistance with placing, moving, and removing furniture to and from the Warehouse according to Impact's established procedures and protocol.

### **Essential Job Functions:**

- Familiarize yourself with and follow all safety guidelines including lifting and loading procedures, the wearing of protective equipment, and the proper handling of materials, donations and chemicals
- Load donations onto trucks appropriately to prevent shifting or damage in transit
- Sort incoming donations and distribute to the appropriate departments for processing
- Ensure Warehouse is neat and orderly to maintain a safe work environment
- Provide off-site assistance to the truck crew when/if needed
- Clean/polish wooden furniture, vacuum and apply Steri-fab to all upholstered pieces, and apply yellow upholstery tags as appropriate
- Keep dock and warehouse clear of clutter, unused boxes, garbage, broken glass, items with jagged edges, or other hazardous conditions
- Performs other duties as needed

### **Minimum Requirements:**

- HS Diploma or equivalent
- Ability to lift up to 100lbs
- Previous experience and knowledge working in a Warehouse
- Ability to use various pieces of equipment such as hand trucks, dollies, forearm lifts, and tools such as sledge hammers, drills,
- Ability to stand for extended periods of time
- Attention to detail and ability to work independently is a must
- Non-allergic to certain chemicals

**Physical Demands:** The physical demands 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.

While performing the duties of this job, the employee is regularly required to:

<b>Activity</b>	<b>Frequency</b>
bending	frequent
reaching	frequent

squatting	frequent
lifting	frequent-up to 100lbs
lifting	occasionally over 100lbs
standing	constant
walking	constant
grasping	frequent
pull/pushing	occasional

**Work Environment:** The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to:

- Moderate noise level (typical warehouse)
- Moderate temperatures (typical non-climate controlled warehouse)
- Environmental issues such as dust and dirt
- May be working around moving parts such as forklifts and hand trucks

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.