



Job Description

Position Title:	Materials Handler/Driver	FLSA Status:	Hourly <input checked="" type="checkbox"/> Exempt <input type="checkbox"/>
Department:	Production	Reports To:	Director of Operations
Direct Reports:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Position Summary:	This position provides support to in-house production contracts. Job duties include: receiving of product and supplies; shipping of completed product; inventory of product and supplies; pick-up and delivery of product, recycling and documents to be shredded; training of other employees on job set-up, work process, and quality standards.		
Essential Duties:	<p>All duties to be performed according to the established standard and in compliance with all company policies and procedures while maintaining regular, prompt attendance:</p> <ul style="list-style-type: none"> • Operates forklifts and pallet jacks to load and unload product from trucks, move product around work floor, and place pallets on pallet racking for storage. • Operates cube truck and 26,000 gross vehicle weight vehicle(s), with lifts to pick up and deliver product, recycling and documents to be shredded. • Completes inventory of product, supplies, and other items delivered to WACOSA. • Prepares completed product for shipping (boxing, stretch wrapping, banding, etc.). • Completes paperwork and data entry as needed for inventory, shipping/receiving and driving. • Communicates with business customers in a professional and courteous manner via phone, fax, and e-mail regarding inventory, shipping, receiving, and scheduling for document shred and recycling pick-ups, or other information needed, for job completion. • Assists in set-up of production jobs; including work flow, product inventory, and training of staff on job completion and quality specifications. • Assists with time studies and performance measurements as needed. • Assists DocuShred business customers with drop-offs and pick-ups of documents to be shredded. • Maintains knowledge of NAID policy and certification standards. • Works closely with the WACOSA Program and Maintenance departments. • Cross trains with other Materials Handlers/Drivers as assigned. • Adheres to all WACOSA safety policies & procedures, acts as a role model for others, and holds self/others accountable. 		
Other Duties	<ul style="list-style-type: none"> • Interact and communicate with and about clients in a respectful manner. • Perform other duties within the department or other areas as assigned. 		
Team Member Responsibilities	<ul style="list-style-type: none"> • Work as an active and participatory member of the team using the guiding principles The WACOSA Way and Top 20. • Support positive team morale by monitoring own behavior, attitudes, and professional communication in daily interactions and in handling of disagreements or concerns. • Maintain positive and open communication with co-workers, supervisors, external customers, interdisciplinary team members (IDT), and all others you come in contact whom represent our clients. • Be familiar with and follow all WACOSA policies, procedures and practices while staying in compliance with all certifications, licenses, and accreditations for areas assigned. • Regular and predictable attendance is required in order for WACOSA to ensure staff to client ratios required by licensing. Be punctual and manage your Paid Time Off (PTO) according to established policies. • Provide transportation to clients according to transportation policy and assignment. • Complete all your assigned training sessions by attending in-services, training classes and all other training opportunities within allowed deadlines. • Provide interaction with clients and mentoring that results in increased: <ul style="list-style-type: none"> ○ Independence in all areas of their day ○ Healthy social interactions ○ Self-regulated behaviors 		



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	<ul style="list-style-type: none"> ○ Opportunities to use skills in decision making ○ Work opportunities and productivity ○ Opportunities for consumer Self-advocacy ○ Continuous use of Person-centered Principles
Physical Demands:	<p>The tasks of this position require:</p> <ul style="list-style-type: none"> ● Routine lifting up to 50 lbs. (occasional lifting up to 70 lbs.) ● Frequent standing for prolonged periods ● Frequent pushing/pulling ● Frequent sitting and operation of a motor vehicle for prolonged periods ● Intermittent bending, twisting, and reaching ● Working indoors and outdoors in all weather conditions
Work Environment:	<ul style="list-style-type: none"> ● May work alone, or with others and around others. ● Will work both indoors and outdoors. ● Extreme heat/cold, temperature changes, wet and/or humid conditions due to outside temperatures. ● Works around noise, mechanical and electrical equipment, fumes/odors, and dirt/dust. ● Travel regionally as needed.
Safety and Ergonomic Requirements:	<ul style="list-style-type: none"> ● Must practice safe work practices at all times and report any unsafe conditions immediately. ● Attend and participate in all required safety trainings. ● Follow all personal dress requirements according to the established dress code and safety requirements.
Qualification Requirements:	<p>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.</p> <p>Education/Experience</p> <ul style="list-style-type: none"> ● High school diploma (or equivalent). ● (1) One year of experience Production, Manufacturing, or Warehouse experience required. ● Forklift experience preferred <p>Language Ability</p> <ul style="list-style-type: none"> ● Ability to read and interpret documents such as technical procedure manuals and government regulations. ● Ability to write simple correspondence. ● Ability to respond to questions and convey information so others such as managers, outside vendors, or customers can understand. <p>Math Ability</p> <ul style="list-style-type: none"> ● Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. <p>Reasoning Ability</p> <ul style="list-style-type: none"> ● Ability to apply common sense understanding to carry out instructions. ● Ability to interpret a variety of instructions furnished in written, oral, or diagram form. <p>Computer Skills</p> <ul style="list-style-type: none"> ● Working knowledge of computers required. <p>Certificates, Licenses and Registrations</p> <ul style="list-style-type: none"> ● Must be 20 years of age or older, possess a valid MN Driver’s License and insurable driving record; driving is required for this position. ● Must be willing to submit to a Health Card Physical, Motor Vehicle Check, Criminal Background Check, and Drug Screen (post offer).
Signature:	<p><i>My signature below merely acknowledges receipt of this position description. I agree that this position description does not create an employment contract and does not waive the employment-at-will relationship. I acknowledge this description is only a summary or outline of the duties at this time and does not include all the direct and indirect duties that the entire job may entail or the services required. All duties and responsibilities are essential functions and requirements and are subject to possible modification to</i></p>



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reasonably accommodate individuals with disabilities. Furthermore, I acknowledge that the duties and responsibilities will vary with the needs of the organization, and that I am responsible for the acceptable performance of all the duties and responsibilities, whether assigned, implied, written, unwritten or would be assumed by a responsible person in this position. I also acknowledge that I must continue to meet all the qualifications of the position, stated or unstated, including but not limited to the education, experience, skill, physical, mental and emotional intelligence requirements, necessary to successfully perform all the duties and responsibilities of the position, written or unwritten.

Employee Signature _____ Date _____