



## **Job Description**

### **Warehouse Associate**

#### **Aurora, IL**

H&K International is a leading global supplier of stainless steel kitchen equipment to the food service industry with a long-established reputation for quality products, precision manufacturing and exceptional customer service.

### **Summary**

The Warehouse Worker performs all tasks that assist in the overall operation of the warehouse. This includes but is not limited to shipping and receiving goods, order pulling and assembly, operating a lift truck, and similar tasks. Classifications are determined by management of H&K and are based on experience, skill and ability.

### **Essential Functions**

- Assists in all areas of warehouse including shipping, receiving and crating.
- Ensures that received goods are processed in a timely manner and moved to the correct location within the warehouse.
- Pulls and packages customer orders in a timely and accurate manner.
- Performs various transactions and enters data into the computer system as assigned.
- Notifies supervisor in the event that goods are damaged or if overages/shortages are discovered.
- Works closely with other departments to gather the necessary information that will allow the timely receipt of all deliveries.
- Adheres to company safety guidelines and follows personal protective equipment policies.
- Responsible for the safe loading/unloading of trucks by driving a sit down forklift.
- Performs other duties throughout warehouse as assigned.

### **Education, Experience, and Knowledge Requirements**

The ideal candidate will have a High school diploma or general education degree (GED), a minimum of 1 year of general warehouse experience, knowledge of basic computer functioning, and an understanding of basic math. An ability to receive direction and work with others to accomplish a collective goal is required.

### **Physical Demands**

While performing the duties of this job, the employee is occasionally required to sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 100 pounds.