



GRAHAM ENGINEERING

## JOB DESCRIPTION

**Title:** Warehouse Attendant  
**Reports to:** Warehouse Supervisor  
**Location:** York, PA  
**Shift:** Days  
**Exemption Status:** Non-Exempt

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### Position Summary:

This position is responsible for the picking and delivering of work order parts and the safe movement of those work orders from the stockroom to the assembly floor. This position also assists with daily receipt of goods from vendors and shipments of products to customers.

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### Role Responsibilities and Priorities:

- Pick orders accurately and according to pick lists using bar code/scanner system.
  - Safe operation of forklifts and high reach trucks according to policy and truck operation manual.
    - Loading/unloading of trucks including semi and box trucks.
    - Retrieval and placement of pallets of materials into warehouse racking.
    - Movement and loading of machinery onto trailers and flatbeds, or assisting in these operations depending on the size and scope.
  - Transport work orders from the stockroom to appropriate location on assembly floor.
  - Catalog returns from jobs on the assembly floor and return them to inventory using bar codes/scanners.
  - Perform daily cycle counts of warehouse locations, as assigned, to maintain an accurate inventory.
  - Assist with putting into inventory received orders to maintain stockroom flow.
  - Assist with shipping/receiving functions daily.
  - Maintain good housekeeping and follow all safety rules.
  - Perform all other duties as assigned.
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### Job Qualifications include:

#### Education

- High School Diploma or equivalent

#### Experience

- Forklift and high lift experience
- One year Material Handling experience

#### Essential skills, behaviors:

- Must demonstrate a “safety first” attitude and behavior in all work functions.
  - Must have a mechanical aptitude
    - *Carpentry skills for assisting in build of and crating of equipment is desirable.*
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- Must be able to readily learn and recognize parts
  - Must have forklift certification; sit-down and high-lift
  - Ability to read and write effectively
  - Must have competent interpersonal communication skills to communicate with others at all levels in all departments
  - Ability to analyze situations and make decisions accordingly
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**Direct reports:** None

**Travel required:** None

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### **Dominant Physical Requirements & Essential Job Functions:**

- Regular and predictable attendance is an essential job function.(consistently)
- The incumbent must be able to effectively utilize a variety of hand and power tools, computer peripherals, climb ladders and movable stairs. (intermittently)
- Ability to lift up to 50 lbs (intermittently) and up to 75 lbs. (occasionally)
- Ability to safely and effectively operate forklift. (intermittently)
- This position requires a high degree of mobility to move and stage machines and machine parts. (consistently)
- Ability to sit, stand, kneel, stoop, bend, crouch, reach above head (intermittently)
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. (intermittently depending on task)

*Graham Engineering is looking to add skilled, hardworking team members to help us continue our goals of servicing our customers in the extrusion and blow molding industries. In return we offer a comprehensive benefits package including multiple medical plan choices including Health Savings Account and Flexible Spending Account options, dental insurance, vision insurance, 401k with company matching, pension plan, company-paid life and disability plans, paid holidays, employee assistance program, and several voluntary benefit programs to choose from.*