

## Warehouse Specialist

**Job Description:** This is a non-hazardous low security position. As directed, the Warehouse Specialist performs a variety of warehouse duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations. Storing, stacking, or palletizing materials in accordance with prescribed storage methods. Rearrange, taking inventory of stored materials, examining stored materials for deterioration and or damage and reporting it to the proper supervisor. Removing materials fro storage and prepare it for shipment. This worker may operate a hand or power truck in performing warehouse duties. This worker may perform other related duties in support of the warehouse.