

SHOP / WAREHOUSE WORKER: JOB DESCRIPTION

PACIFIC WEST LATH & PLASTER, INC.

JOB DESCRIPTION, REQUIREMENTS AND DISCIPLINARY / VIOLATION
PROCEDURES

UPDATED 2.6.2018



DOCUMENTS SAVED AT BUSINESS OFFICE, ONLINE AND IN EMPLOYEE HANDBOOKS.

*Shop / Warehouse Workers are considered Safety Sensitive and must comply with the associated requirements.

DESCRIPTION:

The role of the shop/warehouse worker at Pacific West Lath & Plaster, Inc is key. This position plays an integral part of overall company success

REQUIREMENTS:

Must be Forklift Safe Operator certified.
Must move manufactured goods and materials to and from storage or production areas and company vehicles.
Assist in ordering / pickup / delivery and storage of materials.
Must have reliable transportation
Ability to meet the physical demands of the job: standing, lifting, pushing, pulling, etc.
Communication skills: must be able to understand all written and verbal work orders and instructions.
Clean Up Site from Lath Debris and Discard Properly
Must show up on time for work daily
Excellent balance and hand-eye coordination
Able to work in a team
Organizational skills: must be able to keep track of inventory and keep warehouse / yard clean.
Personal Protective Equipment properly used including (but not limited to:)
-Long Pants Required Daily
-Steel Toe Boots Required Daily - with Laces Tied
-Hard Hat Required
-Safety Vest
-Protective Eyewear
-Gloves
Demonstrate safety, efficiency, flexibility and willingness to learn.
Basic reading and math skills
Apply labels to containers
Stack and palletize products
Bind and stack scaffold frames and plank as well as inspect for proper use quality
Must be a hard worker without direct supervision

Must be able to assist company officer with personal requests relating to description duties.
-absenteeism or late arrival must be reported 1 hour before start of work or violation documentation must be done.

TERM:

Performance Reviews based on Requirements will be performed annually.

LEAVE:

Full time employees receive 5 days paid vacation and 5 days personal time off paid annually after completion of 2 years full time employment. Any time not taken will be paid out at the end of each calendar year.
Part time employees receive 5 days personal time off after completion of 2 years part time employment.

DISCIPLINARY ACTION:

Disciplinary Action will be taken when employee is in violation of the following:
Tardiness - 2 verbal then written violation. 3 written violations will result in termination of employment.
Absenteeism - you are responsible for notifying your foreman/supervisor at minimum 1hour before start of work. Failure to do so will result in a written violation. 3 written violations may result in termination of employment.
Insubordination - written violation required. 3 written violations may result in termination of employment.
Quality of Work - 2 verbal then written violation. 3 written violations may result in termination of employment.
Safety - written violation required. 3 written violations will result in termination of employment.
Drug / Alcohol / Marijuana - if you fail a pre-employment, post-accident, reasonable suspicion drug / alcohol / marijuana test, your employment will be terminated immediately.
Carelessness - written violation required. 3 written violations may result in termination of employment.