



Form

F 6.2.07

JOB DESCRIPTION

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Date: 08/22/07

Date:	April 18, 2005
Position Title:	Material Handler
Department:	Production
Reports to:	Plant Manager

Location(s) Applicable to: All CA CT FL IN NC OR TX

Classification: Salaried (Exempt) Weekly (Non-exempt) Hourly (Non-exempt)
Category: Full Time Part Time Temporary

Overview:

Stage all the required production materials for manufacturing operations prior to the start of those operations insuring no delay in scheduled production. Organize materials for the most efficient access in support of production operations.

The employee in this position receives general supervision from:
Bethany: 1st shift: Team Leader; 2nd & 3rd shift: Operations Foreman
All other Plants: Lead Man - Production

Essential Job Functions & Responsibilities:

1. Utilizing the Master Schedulers' and Team Leaders' planned production schedules, prepare and deliver all necessary materials required by production prior to the start of those manufacturing operations in sufficient time to avoid delay in the start of that production.
2. Organize and stage raw materials in the supply warehouses so as to insure the most efficient access and handling of those materials during daily operations.
3. Remove finished goods from production operations areas and prepare for storage insuring no delay in scheduled production.
4. Organize and stage finished goods in the warehouse so as to insure the most efficient access and handling of those materials during daily operations.
5. Organize materials, remove refuse and arrange manufacturing and warehouse areas insuring that these areas are safe, neat and clean at all times.
6. Support Shipping & Receiving operations as required.

Nonessential Job Functions:

1. Performs other directly related appropriate duties and assumes accountabilities as apparent or as delegated, including mutually agreed upon objectives.

Job Specifications/Skills:

1. Minimum of 1 year experience with heavy material handling equipment.
2. Minimum of 1 year material handling experience in a fast paced manufacturing environment.
3. Physical strength to lift and carry a minimum of 50 pounds frequently.
4. Must be able to work in hot and/or cold weather conditions in open warehouse area.
5. Must be able to climb stairs (open mesh) with varying degrees of pitch

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Job Specifications/Skills:

6. Skilled in managing workload to insure the most productive use of time and materials.
7. Very organized in scheduling and executing responsibilities and prioritizing in a multitask environment.
8. Effective written, oral, interpersonal and communication skills in a customer service environment.
9. Skilled in the safe and efficient operation of heavy material handling equipment.
10. Computer skills: Intermediate knowledge of Microsoft Office (Word, Excel) and Outlook.
11. Team cooperation - maintain positive, cooperative attitude with all employees of LATICRETE and all customers.

Minimum Educational Requirements:

1. High School diploma or equivalent.

Travel:

1. 5%

Reply in confidence to Human Resources at humanresources@laticrete.com.