

## Job Description

Job Title: Clerk, Warehouse  
Wage Category: CW I, II, III  
Department: Warehouse  
Reporting to: Quality Manager  
FLSA Status: Non-exempt (Fair Labor Standards Act)

### Responsibilities include:

- Pick products according to established procedures
- Package and ship products via UPS, FedEx, DHL, USPS, etc.
- Label and store products in warehouse
- Maintain database of UPS ship to addresses
- Keep stock of packaging materials such as cartons, tape, tubing, etc.
- Keep warehouse and shipping area clean and organized
- Receive, unpack, and verify count of products
- Inspect products and labeling as needed
- Perform physical inventory as scheduled
- Pack and coordinate shipments of trade show supplies
- Maintain commitment to Quality Goals and Quality Policy
- Complete jobs and tasks as assigned

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_