

<h2 style="margin: 0;">McLaughlin Body Company Inc.</h2> <p style="margin: 0;">Job Description</p>		
<b>Division/Department: Operations</b>		
<b>Location: Anderson SC</b>		
<b>Job title: Material Handler</b>		
<b>Reports to: Operations Supervisor</b>		
<b>Level/Grade:</b>	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<b>Hours <u>40</u> /week</b>  <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

**SUMMARY**

Qualified individual will move freight, stock, or other materials.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

- Must be personally responsible and committed to the quality of one’s own work.
- Must be able to work above production standards.
- Move freight, stock, and other materials to and from storage and production areas, loading docks, delivery vehicles, by hand or using powered industrial vehicles.
- Read work orders or receive oral instructions to determine work assignments and material and equipment needs
- Record numbers of units handled and moved, using daily production sheets or work tickets.
- Attach identifying tags to product or mark them with identifying information.
- Must be able to use handheld scanner.
- Sort cargo before loading and unloading.
- Ensure accuracy in maintaining production records such as quantities and types produced. (Example: travelers, timecards). Must be able to check parts to Quality Control Documents.
- Must participate in all required training programs to maintain skill levels for continuous improvement. Must successfully complete training program.
- Must be able to operate required powered industrial vehicle within the guidelines of the McLaughlin Body Powered Industrial Vehicle Program.
- Must be able to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

- Must wear and maintain the required protective clothing and equipment including safety glasses, steel toe safety shoes, and hearing protection.

## **QUALIFICATIONS**

- Control Precision - The ability to adjust the controls of a machine or a vehicle quickly and repeatedly to exact positions.
- Arm-Hand Steadiness - The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Finger Dexterity - The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Dynamic Flexibility - The ability to bend, stretch, twist, or reach out with your body, arms, and/or legs quickly and repeatedly.
- Manual Dexterity - The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Trunk Strength - The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Near Vision - The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.

### **Education and Experience**

- High School Diploma (or GED or High School Equivalence Certificate)

### **Physical Demands**

- Must be capable of occasional horizontal lift up to 75 pounds.
- Must be capable of frequent horizontal lift up to 25 pounds.
- Must be capable of occasional floor to waist lift to 50 pounds.
- Must be capable of occasional waist to crown lift up to 50 pounds.
- Willing and able to climb to make repairs with or without reasonable accommodation.
- Willing and able to perform tasks which include repetitive bending, crouching, kneeling, reaching, twisting, sitting, standing, and walking with or without reasonable accommodation.
- Must be able to stand for the duration of the shift. Work schedule may be over 8 hours a day.
- Must be capable of pushing/pulling up to 75 pounds.
- May be required to kneel, bend, crouch, forward bend stand in order to complete job assignment.
- Must be able to work overhead.
- Must be able to work during hot or cold temperatures. Summertime temperatures can reach or exceed 100 degrees.

Employee Acknowledgment

Date:

The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.