

	<h1>JOB DESCRIPTION</h1>	Prepared By : Susie Huskey Jonathon English
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Job Title	Material Handling Associate
Supervised By	Material Handling Leader
Responsibility For Directing Others	N/A

Primary Function(s)	The Material Handler supports production operations by providing needed transport and conveyance of goods and materials within the plant. Material Handler also supports Shipping and Receiving department as needed.
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Job Responsibilities	<ul style="list-style-type: none"> <li>• Operate forklift, tugger, and other equipment in a safe and efficient manner.</li> <li>• Use forklift, tugger, pallet jack, and other equipment to convey materials to/from storage locations to/from area of use.</li> <li>• Loads and unloads materials onto and from pallets and conveyors by hand.</li> <li>• Must be able to lift up to 50 lbs continually throughout the day. Knows how to lift safely and properly.</li> <li>• Supply parts and empty boxes needed by production lines.</li> <li>• Carry away finished parts and empty boxes generated by production lines.</li> <li>• Perform routine maintenance checks on forklift and tugger equipment.</li> <li>• Understand and practice the principle of "First-in, First-out" (FIFO) in rotating and keeping stock.</li> <li>• Understand and follow the <i>Kanban</i> system by removing/inserting <i>Kanban</i> cards from/in each tote moved.</li> <li>• Help Shipping and Receiving prepare parts for shipment.</li> <li>• Safely and cleanly dispose of bins full of machining chips, casting scrap, etc.</li> <li>• Recognize and remember many different parts and their names.</li> <li>• Inform supervisor when something abnormal is detected.</li> <li>• Follow standard work instructions and other verbal instructions.</li> <li>• Keep work and stock areas clean, neat, and organized (5S).</li> <li>• Look for ways to improve continually.</li> <li>• Other duties as required.</li> </ul>
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Minimum Requirements	<ul style="list-style-type: none"> <li>• High School Diploma or G.E.D. and basic math skills.</li> <li>• The Material Handler must be able to drive heavy duty machinery like forklifts, pallet jacks, etc. and must be trained, tested and licensed specifically by a qualified representative of Kawasaki Tennessee, Inc.</li> <li>• Solid work history and willingness to successfully function in a team environment.</li> <li>• Must be able to lift up to 50 lbs continually throughout the day.</li> <li>• The Material Handler must have the capability to fill out reports and checksheets accurately and in a timely manner.</li> <li>• Must be able to communicate effectively with various levels of personnel.</li> </ul>
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<p><b>Desirable Skills and/or Training</b></p>	<p>N/A</p>
<p><b>Qualifications/Physical Requirements</b></p>	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.</p> <p><b>LANGUAGE SKILLS</b> Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read, write and maintain routine correspondence. Ability to speak effectively to coworkers and supervisors.</p> <p><b>MATHEMATICAL SKILLS</b> Ability to calculate figures and amounts such as proportions or percentages.</p> <p><b>REASONING ABILITY</b> Ability to solve problems in a variety of situations. Ability to follow instructions furnished in written, oral or schedule form.</p> <p><b>PHYSICAL DEMANDS</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p> <ul style="list-style-type: none"> <li>• Employee must be able to stand, walk, squat, bend , push, pull and reach.</li> <li>• Must be able to frequently lift and carry up to 50 pounds frequently throughout a shift.</li> <li>• Must have good responses and be alert at all times.</li> <li>• Specific vision abilities include close vision, distance vision, depth perception and ability to adjust focus.</li> </ul> <p><b>WORK ENVIRONMENT</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.</p> <ul style="list-style-type: none"> <li>• Employee is regularly exposed to moving mechanical parts.</li> <li>• The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock.</li> <li>• The working environment is hot. Employee will be working near molten aluminum and very hot surfaces. Appropriate Personal Protective Equipment must be worn in the proper manner at all times.</li> <li>• The noise level is usually moderate to loud and hearing protection is required.</li> <li>• Eye protection is required.</li> <li>• Safety toed shoes are required.</li> </ul>