

Position Description – Distribution Center Specialist

Royal Tire, Inc.
Position Description

Job Title: Distribution Center Specialist

Level: Pay Grade 3

Exemption Status: Non-Exempt

Department: Distribution

Authorization:

Date: 01/01/2008

JOB SPECIFICATIONS

<u>FACTOR</u>	<u>LEVEL</u>
EDUCATION	High School
JOB RELATED EXPERIENCE	None Required
SUPERVISION GIVEN	None
SUPERVISION RECEIVED	Distribution Center Shift Supervisor
SPECIAL REQUIREMENTS	-Valid Driver's License with acceptable driving record -Certified to drive Forklift

JOB SUMMARY: The Distribution Specialist is responsible for preparing merchandise for shipping, receiving incoming merchandise and maintaining the distribution center in a clean and organized manner. This position will adhere to, and promote, the Royal Tire mission. He/She will operate within the confines of the core company values while contributing to the success of their functional team.

ESSENTIAL JOB DUTIES:

1. Unloads merchandise from incoming shipments and maintains accurate records.
2. Assist in warehouse inventory control, ordering cap and casing stock.
3. Assists all salesmen and route drivers in loading trucks in an efficient and accurate manner.
4. Pulls orders, prepares and tags merchandise to be shipped.
5. Assist in maintaining material handling equipment to assure proper working condition.

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6. Maintains the distribution center in a clean and organized manner.
7. Stocks merchandise in a safe & organized manner. Keeps bins full, accurate & records material surplus.
8. Assists internal & external customers with orders, exemplifying Royal Tire’s commitment to outstanding customer service.
9. Delivers tires to stores 1 & 8 in a timely manner.

NON-ESSENTIAL JOB DUTIES

7. Performs related work as required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Extreme Heat	Approximately 50% of the time
Extreme Cold	Approximately 50% of the time
Dust	Approximately 50% of the time
Standing/Walking	Approximately 100% of the time
Poor Lighting	Approximately 20% of the time
Bending/Stooping	Continuously
Squatting	Continuously
Climbing Heights	Frequently
Reaching above shoulder level	Frequently
Push/Pull	Continuously
Lifting up to 100 pounds	Frequently
Verbal Communication	Continuously
Written Communication	Occasionally
Hearing Normal Conversation	Continuously
Sight, including near acuity	Continuously
Far acuity, depth perception, full field of vision and distinguishing colors	Occasionally