

HICKORY CHAIR®

JOB DESCRIPTION

MATERIAL HANDLING - FINISHING

FLSA – NON-EXEMPT JOB CODE: 30035

Department: Finishing

Reports To: Finishing Supervisor

SUMMARY:

This position is responsible for loading case goods furniture on the finishing line according to the production schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Lifts, moves and loads finishing carts with case goods product.
- Transports carts to appropriate area in the finishing department.
- Loads all parts with unit keeping matching pairs together.
- Responsible for reading, understanding, and following order tickets for production.
- Must follow all safety policies and procedures.
- May assist in finishing duties as assigned.
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED is not required, but preferred. At least 1 year of previous furniture loading or other relevant experience is required.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills

Basic ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Commitment to Task - Meets commitments, works independently, meets attendance/punctuality requirements, shows a sense of urgency about getting results.

Diversity - Supports an inclusive workplace, deals respectfully with colleagues, customers and vendors at all levels.

Initiative - Tackles problems and seeks out new responsibilities, acts on opportunities, generates new ideas.

Quality - Is attentive to detail and accuracy, is committed to excellence, continuously looks for improvements, finds root cause of problems, owns/acts on problems, seeks opportunities to increase effectiveness and efficiency.

Safety Mindset - Promotes a respect for safety, keeps workplace clean and safe, supports safety programs, policies/procedures, takes preventative and corrective action to address potential safety hazards and prevent future injuries, resists temptation to cut corners where safety is concerned, follows all safety related company policies and complies with location specific safety rules, drives safely on and off company property.

PHYSICAL DEMANDS / WORK ENVIRONMENT

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

The work environment characteristics described in the Task Development Worksheet are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

See the Task Development Worksheet on the next page.

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Task Development Worksheet For: Material Handling - Finishing (Position)

Essential Functions

Frequency and number of hours performed:

	Frequency		Number of hours each day									
	Continuous	Intermittent	<1	1	2	3	4	5	6	7	8	>8
Sit		X	X									
Walk	X										X	
Stand		X				X						
Bend		X					X					
Squat		X					X					
Climb		X	X									
Kneel		X				X						
Twist		X				X						

Hand/Arm/Foot Manipulation	Right Y/N	Left Y/N	Frequency
Grasping?	Y	Y	F
Pushing/Pulling?	Y	Y	C
Fine Manipulation?	Y	Y	O
Keying?	Y	Y	R
Reaching above shoulder level?	Y	Y	O
Reaching at or below shoulder level?	Y	Y	O
Repetitive foot use to operate controls?	Y	Y	N
Special visual or auditory requirements?	Y	Y	C

Lifting and Carrying Demands:

*N=Never, R=Rare (<1 hr.), O=Occasionally (1-3 hrs.), F=Frequently (4-6 hrs.), C=Continuous (>6 hrs.), I=Intermittently

Weight	Lift Frequency (N,R,O,F,C)*	Carry Frequency (N,R,O,F,C)*
<10 Lbs.	F	F
11-25 Lbs.	F	F
26-50 Lbs.	F	F
51-75 Lbs.	R	R
76-100 Lbs.	R	R
>100 Lbs.	N	N

Longest distance carried: 5-10 feet

Heaviest item carried and how far: 50 lbs. /5-10 feet

Other:	Y/N
Driving cars, trucks, fork lifts, moving equipment?	N
Working near hazardous equipment and machinery?	Y
Walking on uneven ground?	Y
Exposure to dust, gas or fumes?	Y
Exposure to noise?	Y
Exposure to extremes in temperature or humidity?	Y
Working at heights?	N