

# Phoenix Pump, Inc.

829 Huffman St. Greensboro, NC 27405

**Job title:** Warehouse Worker

**Work Location:** Shipping/Receiving areas & Warehouse

**Reports to:** Warehouse Supervisor

**Hourly Pay:** Starting at \$11.75

**Hours:** 8am - 5pm Monday - Friday

**Full-time**  
 **Part-time**

**Exempt**  
 **Nonexempt**

## Essential Duties and Responsibilities:

Warehouse Workers are responsible for shipping customers' orders, receiving inventory and breaking down pallets, stocking shelves, and maintaining an orderly and clean warehouse.

- Receiving boxes and pallets of products into warehouse inventory.
- Stocking products onto shelves in specific locations.
- Pulling, packing, labeling and shipping customer orders as directed using shipping software.
- Counting and verifying the accuracy of the warehouse inventory.
- Organizing and rotating products on shelves.
- Perform basic facilities maintenance, sweeping floors, cleaning warehouse restroom, trash collection, mowing grass.
- Breaking down discarded cardboard boxes.
- Perform related duties as assigned by supervisor.

## Education and/or Work Experience Requirements:

High school education or equivalent. Warehouse Workers must be computer literate and with instruction, able to perform tasks deemed necessary to their job. Warehouse Workers must be:

- Able to navigate the company's business software after training.
- Able to enter data on a computer relevant to receiving and shipping products.
- Able to stock shelves with products based on part numbers.
- Able to read and pull customer orders from a picking ticket generated by the business software.
- Able to package products properly inside of shipping cartons and seal them with a tape gun and stapler.
- Willing to comply with all company policies and able to follow instructions given by management.
- Forklift operating experience or willingness to learn.

## Physical Requirements:

Warehouse workers will regularly lift and move heavy boxes and must be physically fit enough to do so. Warehouse workers must be able to perform rudimentary physical tasks such as:

- Ability to walk short distances around the warehouse while pushing a cart.
- Ability to pick up and carry filled boxes short distances.
- Ability to lift boxes weighing up to 50 pounds with no assistance.
- Ability to lift boxes up to 100 pounds with mandatory assistance.
- Ability to safely use hand tools such as carton staplers, box cutters, and tape guns.
- Ability to safely operate equipment such as dock plates, pallet jacks or hand truck dollies.

## Benefits:

- 3% matching towards company sponsored Simple IRA with immediate 100% vestment.
- 75% company paid premium towards company offered medical and dental insurance.
- 10 annual paid holidays including your birthday as a floater.
- Paid time off starting at 2 weeks per year. Increasing to 3 weeks after 3 years of service.
- Sick pay starting at 5 days per year. Increasing to 7 days per year after 3 years of service.
- Unused PTO/sick pay accrual with annual rollover allowed.
- Growing small business working environment.