

**MATERIAL HANDLER**

VARC, Inc.

Reports to: Production Supervisor (C)  
General Manager (S)

Department: Production

Classification: Non-Exempt

Division: Corporate and Sales

Date: January 5, 2009

Approved: \_\_\_\_\_



**JOB SUMMARY:**

Directed and supervised by the Production Supervisor or General Manager, the Material Handler performs routine and repetitive production duties, primarily the movement of parts and materials used in assembly of customer products.

**ESSENTIAL FUNCTIONS:**

1. Moves parts, materials, subcomponents and tools needed by production employees to assemble final products for the customer.
2. Cut down boxes and put them in the appropriate location in order to keep a safe orderly working environment for everyone.
3. Anticipate the needs of clients by keeping them stocked with all necessary parts to complete the assembly of customer products.
4. Regular use of lifting equipment and some small machinery.
5. Physical effort, including short work cycles, repetitive motion, walking and standing 100% of the day.
6. Adheres to all safety regulations and company policies.
7. Accepts other duties as assigned.

**QUALIFICATIONS:**

Ability to read and write, as well as add and subtract whole numbers. Ability to read work orders and part numbers on material. Ability to push and pull materials weighing 100 lbs. occasionally, 50 lbs. frequently and 30 lbs. on a regular basis.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

I have read my job description and understand it:

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date