

Material Handler**VARC, Inc.**

Reports to: Production Supervisor

Department: Production

Classification: Non-Exempt

Date: October 2, 2017

Approved:

**Job Summary**

Directed and supervised by the Production Supervisor, 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.
2. Cuts down boxes and put them in the appropriate location in order to keep a safe orderly working environment for everyone.
3. Anticipates the needs of workers by keeping them stocked with all necessary parts to complete the assembly of 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. Reports all incidents to Production Supervisor.
8. Accepts other duties as assigned.

Qualifications

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 considered 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