

**Job Title:** Material Handler  
**Department:** Operations  
**Reports To:** Team Leader

**Shift:**  
**Location:** Sioux Falls  
**FLSA Status:** Non-Exempt

## Position Purpose

- This position sets up cells to meet schedules and minimize change over time. Checks parts, quality and keeps cells loaded with materials needed to build orders. Apprises Team Leader of potential problems. Receives, stores/kanbans, coordinates schedules, and sets up parts in the cart scheduling staging area.
- 2nd Shift runs Monday through Thursday 2:30pm to 1:00am

## Essential Duties & Responsibilities

- ♦ Loads cells with channels, cord, springs, pulleys and clips according to priority set by Team Leader ♦ Keeps cells adequately stocked ♦ Removes empty carts and returns to rolling mill area ♦ Replenishes kanban storage area ♦ Keeps Team Leader apprised of inventory needs ♦ Gives assistance to teammates as needed ♦ Performs periodic quality checks on individual teammates ♦ Works in assembly cells as time permits to assist with timely order completion ♦ Performs housekeeping on a regular basis to ensure a safe working environment ♦ Unload and store all incoming material. ♦ Store material in storage or kanban areas ♦ Keep the storage area clean, organized, and well marked/labeled. ♦ Restock the kanban containers keeping the level above the restocking point ♦ Deliver material to the staging areas ♦ Fill out short spring list ♦ Performs other related duties as assigned

## Knowledge / Skills / Abilities

- ♦ Knowledge of product including various parts ♦ Basic understanding of manufacturing/production process/material handling ♦ Mathematical skills: Ability to add, subtract, divide and multiply numbers. Must be able to use measuring tape and hand-held calculator.

## Qualifications / Prior Experience

- ♦ Less than high school education ♦ At least one year in a manufacturing or production environment required

## Work Environment / Other Requirements

- The employee must be able to lift up to 75 pounds on an occasional basis. Walking while pushing a rolling cart, bending, reaching with arms and hands and using hands and legs to feel objects are part of this position. Gripping with pliers and other small hand tools will be required on an occasional basis. While performing the duties of this job, the employee is required to walk/stand on a regular basis. The employee is required to use their hands and legs to feel objects, use tools, and controls. Must have ability to communicate to Team Leaders and other employees. Vision requirements are the ability to focus on small objects to perform fast hand/eye manipulations. The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits.

