**Job Announcement: Shipping Clerk**

**POSITION:**             Shipping Clerk

**LOCATION:                Lighthouse Industries**

**REPORTS TO:**         Plant Manager, Assistant Plant Manager, Lead Person & MOD

**STATUS:**                NON-EXEMPT

**WC CLASS:**            Warehouse

**GENERAL DESCRIPTION:**  Shipping & Receiving, Material handling Forklift Operator

**QUALIFICATIONS:**  Education:      High School diploma or equivalent & Forklift Driving Certificate.

                                 Experience:    Drive forklift for at least one year.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

* Load Unload Trucks.
* Ship Using Fed EX and UPS online
* Create BOL
* Cycle count when slow
* Move raw material to the right locations
* Daily sweep warehouse & keep work areas neat and tidy.
* Put out Garbage & Recycle Bins for pick up.
* Report when raw material levels are getting low.
* Weekly sweep dock area & keep work areas neat and tidy.
* Assist in production as needed.
* Stretch Wrap Full Goods if needed.
* Stack Full Goods in warehouse.
* Stage Full goods verify counts & do associated paperwork.
* Receiving, verify count, plus do associated paperwork.
* Create & apply labels for Packaging & Commercial Orders.
* Report any or potential raw material problems.
* Report any or potential forklift mechanical problems.
* Complete forklift daily maintenance report.
* Observe propane level & report when low on full cylinders.
* Make sure to drive safely, follow all forklift rules & regulations.
* Make sure everything is in its proper place to avoid potential hazards.
* Lift /Carry 60lbs throughout the day
* Stand for long periods and climb up and down ladders
* Any other duties as assigned by Plant Manager or Assistant Plant Manager.
* **PHYSICAL DEMANDS:**
* Occasionally/Frequently/Continually required to stand, walk, and sit
* Occasionally/Frequently/Continually required to lift/push/carry items up to 60 pounds

All employees at LightHouse are hired for an indefinite and unspecified duration and consequently, no employee is guaranteed employment for a specified length of time.  Employment is at the mutual consent of the employee and LightHouse. Accordingly, either the employee or LightHouse can terminate the employment relationship at any time, with or without cause (“employment at will”).

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

ACKNOWLEDGEMENT:

I have read and understand this explanation and job description, as well as received a personal copy:

**Submitting an Application:**

For ease of accessibility, kindly submit your cover letter and résumé as Word attachments (no .PDFs please) and [employment application](http://3p76s62sopuo2hcrwa1rxucp-wpengine.netdna-ssl.com/wp-content/uploads/2019/09/2019-LightHouse-Job-Application.doc) (downloads in a Word document) to [hr@lighthouse-sf.org](mailto:hr@lighthouse-sf.org), using the job title as your subject line. To fill out the application, please enable editing in the document. We will not consider videos or hyperlinks to online profiles in lieu of the requested format. Due to time constraints, we apologize for being unable to acknowledge all interest that may be shown in each position. No third-party solicitations, please. We sincerely appreciate your thoughtful consideration during this process.