



**Job Title: Warehouse Staff**  
**Reporting Location: Plymouth, MI.**

**Reports to:**

Director of Operations

**Position Description Summary:**

Assists in all Warehousing operations on a day-to-day basis. Assists in shipping and receiving of Capital or customer provided material. Responsible for all deliveries and clean ups of Capital and customer provided material. Responsible for vehicles and all equipment during shipping. Receiving of material and stocking shelf bins. Count and identify inventory items. Keep warehouse and storage areas in neat, clean and orderly condition.

**Principle Accountabilities:**

Works together with all warehouse employees to reach our goal.

Has an understanding of the Capital Quality Policy, Warehouse Procedures and Employee Handbook.

Delivers and stages material to customer sites in a timely fashion.

Maintains vehicle and equipment records and associated maintenance, including mileage logs, hold tag logs, receiving logs and tool tracking.

All warehouse employees are to be certified in the operation of the forklifts.

All other employee accountabilities are listed in the employee handbook.

**Timelines and Requirements:**

Ensure all LOM's are pulled and staged in a timely fashion. Ensure cleanliness of the warehouse at all times. Ensure safe and timely delivery of material to all sites. All delivery drivers of Capital will be required to have a Michigan Chauffeur License.