Grassland Dairy Products, Inc.
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STOREROOM ATTENDANT

Full-Time, Permanent

Greenwood, WI

The storeroom attendant is responsible for the efficient and effective operation of the main storeroom on a daily basis, including the receipt, storage, staging, security and movement of parts and materials.

Essential Duties and Responsibilities:

- Comply with applicable good manufacturing, safety and quality assurance practices
- Maintain parts and material receipts: open and receive incoming shipments, verify materials and quantities match packing list contents
- Document material movement through barcode scanning, printers, dock stations and other equipment Maintain proper documentation in all formats of recordkeeping
- Store parts and materials in established locations, conduct routine condition inspections and routine inventory cycle counts and physical inventories
- Monitor personnel traffic in storeroom, ensure unauthorized access to warehouse spaces is reported to storeroom supervisor
- Stage materials as required to support work orders and prepare items for shipment or transfer
- Move and relocate materials as required using various powered industrial vehicles, including a hand truck, forklift, pallet jack or vehicle
- Keep storeroom spaces clean and walkways/aisles clear of materials or refuse

Knowledge, Skills and Abilities:

- Exceptional attention to detail and strong organizational skills
- Ability to adapt effectively within a continually changing and demanding environment
- Must be able to demonstrate an ability and willingness to communicate effectively in order to maintain high levels of safety, quality and efficiency
- Ability to read and comprehend standard operating procedures and company guidelines in order to maintain regulatory compliance
- Must be able to maintain necessary Powered Industrial Vehicle certifications
- Ability to safely and proficiently operate company vehicles including standard car, pickup truck and straight truck
- Basic computer skills to maintain inventory management systems

Education/Experience:

- High School Diploma or General Education Degree (GED)
- Required to maintain a valid driver's license