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Job Title: Material Handler
Department: FLOE Craft - 519
Reports to: FLOE Craft President
FLSA Status: Non-Exempt
Prepared Date: July 2026

SUMMARY: The Material Handler is responsible for checking in and unloading raw material deliveries, delivery of raw materials and supplied to production work cells and assisting with organizing and maintaining finished goods inventory.

ESSENTIAL DUTIES & RESPONSIBILITIES

Receiving

- Reinforce and promote all FLOE Core Values in daily interactions with coworkers and customers
- Load, unload and move materials within or near the plant, yard or work center.
- Receive materials into the organization; verify materials against POs and packing slips to ensure accuracy of the delivery.
- Ensure all materials have FLOE part number.
- Create labels with part number, description and quantity as needed.
- Report any inaccurate information to Purchasing for resolution.
- Forward all approved packing slips to Purchasing for receiving into the system.

Handling

- Adhere to daily industrial powered trucks inspection procedures.
- Deliver incoming materials directly to the proper shelf in the work cell.
- Load and unload materials onto or from pallets, trays, racks, and shelves by hand.
- Convey material using hand-operated carts, dollies, forklifts, and power hoists.
- Assist all production employees with any issue regarding materials, including shortages, scrap and other issues as identified.
- Maintain proper storage and stacking of materials according to a **5S** standard:
 - **Sort:** Separate what is needed in the work area from what is not
 - **Straighten:** Everything has a place -- Everything in its place
 - **Sweep/Clean:** Clean & inspect work area and warehouse locations. Remove/discard packaging material and pallets promptly
 - **Standardize:** Standardize new practices of inspection, cleaning & safety
 - **Sustain:** Maintain area by regular inspections and continuous improvement

Cycle Counting & Inventory

- Daily inventory counting of raw materials & finished goods as directed by Supply Chain Manager.
- Monitor and control inventory integrity.
- Maintain product identification and location program. Ensure all labeling requirements are met in a timely manner.
- Research inventory discrepancies and make necessary corrections in a timely manner.
- Document and control aged and damaged product.
- Track and report non-conforming product.

- Initiate action to prevent the occurrence of any non-conformities relating to product, process, and quality systems.
- Identify and record any issues relating to product, process and/or quality.
- Initiate, recommend or provide solutions through appropriate channels.

Other

- Assist supervision/management on other projects or tasks as needed.

EDUCATION & EXPERIENCE

- Must have High School Diploma or GED
- Must be able to lift 50 lbs as part of the job function
- Must be able to pass the forklift certification test and drive a forklift on a daily basis
- Must have a valid driver's license
- Must be able to work overtime if needed
- Must be able to occasionally work in extreme climate conditions; cold and hot.
- Familiar with computer programs and SYSPRO
- Ability to multi-task
- Must work well in a fast changing dynamic work environment