



# Example of Warehouse Attendant Job Description

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Our growing company is looking for a warehouse attendant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for warehouse attendant

- Drives vehicle to transport stored items or to pick up items
- Ensures appropriate functions, duties and procedures are performed as directed by Warehouse Supervisor
- Receives, unloads, moves and loads merchandise
- Verifies correct counts of items received and notes discrepancies or damages
- Issues and delivers items to the proper destination and obtains signatures to document delivery/receipt
- Maintains proper storage of inventory merchandise to avoid spills or spoilage
- Maintains work area in a safe and proper manner
- Manages and maintains stock control
- This job also is responsible for cleaning and maintaining the building (bathrooms, break areas, windows, floors, trash cans
- Receives and picks product orders

## Qualifications for warehouse attendant

- Willingness and ability to work rotating shifts
- Previous warehouse and/or industrial plant experience preferred
- High School diploma or GED with strong fundamental skills (math, reading, writing)
- Requires working in extreme temperature conditions
- Must be able to perform strenuous physical activity but not limited to

