



JOB DESCRIPTION	FLSA Status: Non Exempt
Operations Crew Member	Work Week: The standard work day is eight hours per day, five days per week with the standard work week being Sunday through Saturday.
Job Category:	Operations
Reports To:	Operations Manager/General Manager

Job Summary:

Primarily responsible for assisting in the packing, loading and moving of customer items. This includes meeting the requirements of a criminal background check, drug screen and all other information as required by state and federal regulations, by Unigroup and by the Company.

Primary Duties and Responsibilities:

- Assemble, line and pad cartons, crates and/or containers.
- Examine and inspect containers, materials and furniture in order to ensure that packing specifications are met.
- Mark and label containers, tags and/or products using marking tools.
- Obtain, move and sort materials, containers and furniture
- Seal containers using glues, fasteners, nails and hand tools.
- Clean containers, materials, supplies and/or work areas.
- Load items to be moved into appropriate vehicles.
- Unload and unpack items in designated area (customer home, office, etc.).
- Measure, weigh and count items to be moved.
- Record move information on specified forms and records.
- Performs other related duties and projects as assigned

Work Environment:

Requires work in situations that involve frequent changes of tasks using different techniques, procedures or degrees of attentiveness without loss of efficiency or composure.

Requires work in situations that involve solving problems, making evaluations or reaching conclusions based on subjective or objective criteria.

Education and Experience

High school diploma or general education degree (GED).

No previous experience required.

Driver's License is preferred

**Specific Skills and Knowledge**

Ability to speak and write English

Ability to comprehend and implement oral instructions quickly

Ability to perform mathematical calculations

Ability to effectively communicate with fellow employees and customers

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to see, talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten pounds, frequently lift and/or move up to fifty pounds and occasionally lift and/or move more than one hundred pounds.

Environmental Conditions

Frequent exposure to outside weather conditions.