**The Lebermuth Company**

**Job Description**

**Job Title**: Cycle Counter **Department:** Warehouse Inventory

**Reports to**: Production Planning and Control Supervisor **FLSA Status**: Non-exempt

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| **Summary:** |

Responsible for performing regular inventory counts and for maintaining a high level of inventory accuracy and integrity.

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| **Essential Duties & Responsibilities:** |

* Perform daily cycle count of raw materials, packaging materials, finished goods, and non-conforming materials
* Open cartons, bundles, and other containers to count items and/or weigh materials to determine quantity on hand
* Maintain an adequate inventory of shipping materials and supplies (i.e. cans, tape, boxes)
* Use Software to process cycle counts, review on-hand inventory, current activity, and past activity
* Weigh and label remaining product
* Conduct product recounts as directed
* Accurately input inventory control data to ensure inventory integrity
* Understand material and information flow in all processes
* Maintaining product identification and location program
* Researching inventory discrepancies and making necessary corrections
* Conduct review and identification of possible expired products and surplus items
* Tracking, and reporting non-conforming product
* Resolving inventory problems in a timely manner
* Documenting and controlling damaged items
* Ensuring all labeling requirements are compliant: from vendor & internal requirements
* Maintaining Inventory Accuracy Metrics Reports
* Coordinate and Integrate efforts across operational departments
* Count, weigh and/or measure items of incoming and outgoing shipments, and verify information against bills of lading, invoices, purchase orders or other relevant documents
* Assist receiving by transporting incoming goods, packaging and supplies to their proper inventory location within the warehouse
* Maintain product identification, location, and lot code accuracy
* Escalate information of defective materials/product to a department supervisor
* Assist in transfers to and from production area
* Research and report discrepancies of over/under amounts and any damaged products
* Conduct searches to locate misclassified inventory
* Work with bar code scanning tools
* Ensure workspace equipment and racking is in good working condition, and notify Management of any safety concerns
* Breakdown boxes and pallets as necessary to fit shelving
* Following successful completion of training, utilize equipment such as drum carts, pallet jacks and powered forklifts.
* Accurately complete all Lebermuth-required paperwork (i.e. equipment logs, regulatory documentation etc.)
* Assist with facilities maintenance, as needed (i.e. emptying trash, sweeping floors)
* Continually strive to promote a safe food culture.
* Continually strive to promote a safe food culture, ensuring the production and shipment of safe quality food products
* Other duties, as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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| **Supervisory Responsibilities:** |

This position has no supervisory responsibilities.

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| **Qualifications:** |

Education and/or Experience: High school diploma or general education degree (GED). Two years related experience and/or training, or equivalent combination of education and experience.

Language Skills: Ability to communicate and receive information in both verbal and written formats. Ability to read and understand documents such as shop order tickets, bills of lading, pick tickets, safety rules, memos, Standard Operating Procedures (SOP’s) and Safety Data Sheets (SDS).

Mathematical Skills: Ability to add, subtract, multiply and divide using whole numbers, fractions and decimals. Basic understanding of percentages. Ability to recognize and follow alpha and numeric sequences.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization is sometimes limited. Ability to interpret instructions furnished in written or oral form.

Computer Skills: Basic knowledge of computer and keyboard functions. Working knowledge of manufacturing, inventory control and order processing software.

Certificates/Licenses/Registrations: Ability to become forklift certified, and certified for use/wear of specific personal protective equipment.

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| **Physical and Sensory Demands:** |

* Standing and walking throughout each shift
* Minimal periods of sitting
* Lifting/Moving up to 75 pounds frequently during each shift
* Frequent moving of 400+ pound barrels and totes with assistance (i.e. drum carts, drum lifts, forklifts) during each shift
* Frequent use of hands and fingers to handle, reach, grip, grasp and twist
* Frequent need to kneel, stoop, bend and crouch
* Frequent/Daily use of vision abilities for close, distant, peripheral, depth and color recognition, with the ability to adjust focus
* Daily handling of raw materials, including essential oils, flavor components and chemicals
* Ability to wear a respirator, when needed
* Occasional to regular need to climb stairs

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| **Competencies:** |

* Regularly work in a fast-paced, ever-changing environment
* Ability to understand the importance of safety regulations and proper chemical handling; willingness to follow established guidelines and procedures
* Interested in precision work; exhibits attention to detail
* Organized in performing work
* Effective listening and problem solving skills
* Ability to multi-task, and work effectively within a team and independently
* Open to others’ points of view; able to give and receive feedback in a professional manner
* Ability to read and understand verbal and written instruction on an on-going basis
* Interest and willingness to assist Company Management in moving the business forward
* Ability to exercise sound and accurate judgment
* Ability to prioritize and plan work activities without explicit direction on each task
* Consistently at work and on time

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| **Work Environment:** |

* While performing the duties of this job, the employee is regularly exposed to chemicals and airborne particles
* The temperature of the work environment fluctuates with changes in the seasons
* The noise level is usually moderate
* Employees may work a 1st or 3rd shift, generally Monday through Friday, but weekly hours and number of days per week may vary
* Overtime is sometimes necessary to ensure business and customer needs are met