



RenuOil of America Job Classification Warehouse/Driver Helper Personnel

I hereby understand that I am being hired in the position of **Warehouse Personnel**. My job description includes, but is not limited to the following:

- Maintain the premises in a clean and organized manner with all working surfaces being clean, safe and in good condition.
- Monitor/track all receivables into the warehouse and notify management of any missing items; inventory control
- Stock, clean and organize all items and supplies in the warehouse.
- Routinely check all extinguishers so that they may be in good condition. Report any findings.
- Assist in the cleaning and additional sorting of aluminum bales and other necessary material bales. Report all bales made on a daily basis.
- Assist the loading department with receiving/unloading all material from our partner properties.
- Load/unload all material into transporting trucks to its final destination including but not limited to food waste, bales, light bulbs, metal, etc.
- Manage and keep a strict daily record of the material received through Chains of Custody documents, which are created, collected, and turned in daily to the reporting department. There shall never be any missing documentation; track fleet (mileage, equipment, and repairs as needed).
- Inspect equipment/vehicles daily, per shift, including but not limited to, totes, bins, forklifts, balers, washers, ramps, etc. Necessary rules must be followed when utilizing such equipment.
- Monitor the delivery and sufficient stock of any necessary gases for the company such as propane. Any other gases may be reported by the welding department with the assistance of a warehouse employee.
- Report and fill out any purchase orders for any necessary materials for the execution of warehouse duties.
- Keep sanitation up to standards per the Southern Nevada Health District and report any infestations.
- Make sure that warehouse and everything within the property is maintained up to State, Federal, and other necessary standards.
- Manage all open top containers within the company and report necessary pick-ups when full.
- Assist all drivers with proper documentation from partners including but not limited to, weight tickets, mileage logs, sign-off sheets, and bills of lading.
- Assist weight incoming and outgoing trucks in order to report proper weight of material being transported.
- Organize any other material within the dock and warehouse to assure a clean and organized environment
- Make sure that the main fire sprinkler center is clear of any obstructions and debris. Assure all exits are free from obstruction.
- Additional

- You are being hired as an: **Warehouse Personnel**
- Your starting pay rate is: _____ (range is \$15.00-\$18.00 per hour DOE).
- Your start date is: _____
- Your probationary period ends on: _____
- Your annual evaluation will be on or around: _____

Signature: _____

Date: _____

*This document **supersedes** all prior communications, contracts, or correspondence between the parties with respect to the subject matter addressed in this document, whether oral or written.*