**RENUoil of America, Inc. ™**

**Warehouse Leader**

**Job Classification Sign-Off**

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

* Maintains equipment, tools, and supplies for the purpose of ensuring the availability and functioning of required items and ensuring safety.
* Prepares written materials (e.g. work orders, requisitions, drawings, sketches, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
* Responds to emergency situations for the purpose of resolving immediate safety and repair concerns.
* Obtain hot work permit from each location including the main warehouse and turn in daily as needed.
* Enforce PPE, wear the proper safety equipment and follow ALL safety codes within yard, warehouse, and each job site.
* Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
* Ensuring the building and warehouse meets health and safety requirements.
* Operating safety working equipment and applying safety practice at work while performing his/her duties: Must be able to operate a forklift.
* Clean building and dock floors by sweeping, mopping, scrubbing, or vacuuming.
* Service, clean, and assist with maintaining vehicles within Renu Fleet.
* Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
* Notify managers concerning the need for major repairs or additions to building operating systems.
* Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
* Strip, seal, finish, and polish floors; steam clean with power washer as required.
* Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.
* Requisition supplies or equipment needed for cleaning and maintenance duties.
* Help installation, maintenance, and upkeep/repair/painting, including maintenance, parts replacement, and upkeep of vehicles, sorting machinery and equipment.
* Perform duties, such as furnishing and cleaning tools, materials, and providing supplies to other workers.
* Maintaining a clean and deeply sanitized work area, machines, and tools.
* Report vehicle or equipment malfunctions to Management.
* Report to safety department and management team if any cleaning or safety supplies are needed
* Wear PPE (including gloves and industrial uniform) at all times while at work.
* Make sure to clean up vicinity at yard, warehouse and or designated work-site; Gather and empty trash from office/building as needed.
* Must be able to lift at least 100 lbs.
* Must be able to move bales around for purposes of loading and unloading—bales may weigh up to 900 pounds
* Transferring, handling, and loading from various sites, including but not limited to the warehouse.
* Daily vehicle and forklift inspections logs.
* Other projects and tasks as assigned by supervisor (including dock management).

Classification Sign-off:

* You are being hired as: **Warehouse Lead**
* Your starting pay rate is:
* Your start date is:
* Your probationary period ends on:
* Your annual evaluation will be on or around:

Print Name:

Signature/Firma: Date/Fecha:

*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.*