



Shipping Operator

Classification:

Hourly/Non-Exempt

Reports to:

Shipping Supervisor

Job Summary:

American Art Clay Company (AMACO) was founded in 1919 by Ted O. Philpott. AMACO is known for being the first to commercially manufacture ceramic and non-ceramic clays, lead-free glazes, electric kilns and potter's wheels. AMACO is a founding member of the Arts and Creative Materials Institute, which established safety standards for children's art materials in 1936. Today AMACO continues to manufacture ceramic supplies with the highest standards of quality and safety.

AMACO is a third-generation 100-year family-owned and operated company with a strong belief that art and creating art fosters well-being for the individual while enriching society as a whole. Making art facilitates tactile learning, encourages self-expression, develops craft skills and cultivates creativity. AMACO promotes a culture of continuous improvement and change; and a working environment that embraces innovation at all levels, from the factory floor to the executive offices. Everyone is empowered to improve their role, and their collaborative processes, and to participate in the common goals of safety, quality, customer care, teamwork, respect, and learning and development. We are looking for a Shipping Operator who will be a part of the continuous improvement of AMACO.

Reasonable accommodation may be made to enable individuals with disabilities.

Responsibilities:

- Stage and sort products for loading and unloading trailers
- Pick, pull, and prepare orders while maintaining organization.
- Work & Backfill in all stations, including but not limited to:
 - Pick/Pack
 - Dock
 - International
 - UPS/Fed-EX.
- Maintain a clean and safe work area
- Pulling of manual dock chain.
- Move materials within the warehouse (shrink wrapping, boxing, labeling)
- Must be able to work effectively in NAV including using an RF Scanner
- Safely and effectively operate warehouse equipment including but not limited to Forklift, Cherry Picker, Pallet Jack, RF Scanner, computers, and printers.
- Assemble customer orders from stock, place them on pallets or shelves, or convey them to the packing station or shipping department.
- Weigh or count items for distribution within the plant to ensure conformance to company standards.
- Must be able to perform cycle counting duties effectively.
- Assist with coordinating shows and samples when needed.

- Assist with product/shipment labeling.
- Other projects and tasks assigned by the supervisor or team leader.

Skills:

- Regularly move and/or lift up to 50 lbs., occasionally lift or move up to 100 lbs.
- Ability to read, understand, and comply with tickets and processing work instructions.
- Basic computer skills in MS Office (Outlook, Excel, Access, and PowerPoint)
- Must demonstrate the ability to safely and effectively operate forklifts
- Must be able to work in both hot and cold environments

Work Environment:

This job may require you to stand for an extended period of time as well as lifting/heavy lifting is required. Must be able to work in hot and cold environments.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time position. Hours of work are Monday through Friday, 40+ hours per week. Occasional evening and weekend work may be required as job duties demand.

Travel:

No travel is expected for this position.

Education and Experience:

Required: High School Diploma or Equivalent

Preferred: Forklift Certification

EEO Statement:

AMACO is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: AMACO is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at AMACO are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the location where we operate. AMACO will not tolerate discrimination or harassment based on any of these characteristics.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.