



M.J.M. ELECTRIC COOPERATIVE, Inc.
CARLINVILLE, ILLINOIS
POSITION DESCRIPTION

Title: Warehouse Intern

PRIMARY OBJECTIVE

To provide support in receiving, storing, securing, and dispersing materials and supplies within the warehouse.

Other objectives include:

1. Provide a positive image.
2. Seeks to maximize efficiency within the office as well as contribute insights and opinions.
3. Serves as a team player.
4. Understands group process and conflict resolution.
5. Cooperates with all employees in maintaining good working relationships.

RESPONSIBILITIES

1.	Support the safety culture of MJM by complying with all safety requirements including attending mandatory safety training and applying training to tasks.
2.	Operate all vehicles and equipment in a safe manner in accordance with MJM’s Policies, the traffic laws and all other applicable regulations dictated under federal, state, and local laws.
3.	Comply with safety rules and regulations, by wearing and using the proper personal protective equipment (PPE) when necessary.
4.	Understands, upholds and complies with all Cooperative Board approved policies, rules, regulations including MJM’s Safety Manual.
5.	Ensure materials are stored for easy accessibility, maintain a clean and safe environment.
6.	Assemble orders from stock, securing loads and transporting them to outpost locations. (Linemen will put away stock)
7.	Accept and receive shipments and deliveries, checking material received against packing slip for accuracy.
8.	Receive transformers and material at MJM outpost locations as needed.
9.	Verify material received, inspect shipments for damage and submit documentation to the Operations Manager. Store material in the appropriate area and dispose of shipping packaging in appropriate manner.
10.	Assist the Operations Manager in maintaining files for tracking materials provided by suppliers from requisitions to invoices. Weigh or count material items within facilities to

	ensure conformance to company standards. Maintain a record of material removed from the warehouse for maintenance.
11.	Apply knowledge of both MJM and the Department of Transportation (DOT) to ensure all policies regarding driving regulations are complied with.
12.	Assist the Engineering and Operations departments with spill clean-up as necessary, including contacting the proper state and/or federal authorities, contractors or other agencies to coordinate or participate in the clean-up efforts.
13.	Responsible for prompt retrieval of retired transformers at outposts, at least monthly.
14.	Collect and ship rubber protective equipment, blankets, and cover-up to testing lab. Package, create mailing labels, and prepare shipments for miscellaneous items when necessary, using the UPS or FedEx website. Maintain all required testing documentation and verify accurate test rotation of rubber protective equipment.
15.	Assist with taking scheduled physical inventory at all MJM locations, including counts of all material and assisting with verification of documentation.
16.	Maintain accurate records supporting the transfer of material between locations and MJM contractors.
17.	Maintain cleanliness of work area and grounds. Including floors and windows in Admin area. All facilities shall be maintained in a safe manner with scrap, recyclables and other material stored properly.
18.	Maintain groundskeeping and maintenance at all MJM Facilities.
19.	Assist with monthly inspections, reporting and documentation of AED's, fire extinguishers and hoists.
20.	Other duties as assigned.

RELATIONSHIPS

Reports directly to: Warehouse Coordinator, who is overseen by Operations Manager

PERSONAL, EDUCATION AND TRAINING REQUIREMENTS

<ul style="list-style-type: none">• High school diploma or equivalent.
<ul style="list-style-type: none">• Must possess and maintain a valid Illinois Driver’s License.
<ul style="list-style-type: none">• Ability to operate a fork truck after obtaining required Fork truck certification.
<ul style="list-style-type: none">• Must be cooperative with and respect all employees in maintaining good working relationships and serve as a team player.
<ul style="list-style-type: none">• Should have the ability to work independently with little or no supervision, be self-motivated and resourceful.
<ul style="list-style-type: none">• Must have the ability to effectively balance and complete numerous tasks and job functions simultaneously with frequent interruptions.
<ul style="list-style-type: none">• Skill in performing moderately complex mathematical calculations such as fractions and percentages in order to evaluate vendor quotes and material activity.
<ul style="list-style-type: none">• Receive and comprehend forklift, flagging and basic safety training.
<ul style="list-style-type: none">• Ability to file, post and mail materials and copy data from one record to another to organize materials from requisitions, purchase orders, receiving, charge outs, computer postings and filing reports.
<ul style="list-style-type: none">• Must have a professional and courteous attitude and present a positive image for the Cooperative.
<ul style="list-style-type: none">• Must demonstrate a strong work ethic and a reputation for integrity and honesty.
<ul style="list-style-type: none">• Must be willing to work outside of regular office hours when needed and be reasonably available to offer assistance during Member or Cooperative emergency situations.
<ul style="list-style-type: none">• Ability to perform finger and hand manipulation and perform repetitive motions in order to use a computer keyboard, test equipment and operate hand tools.
<ul style="list-style-type: none">• Ability to push, pull or exert up to 100 lbs. or force.
<ul style="list-style-type: none">• Ability to sit, stand, walk, bend, lift 50 lbs. and reach.

Benefits

- Paid time off.

Pay Range

- Starting pay range: \$23.26/hour.

Cyber security is the responsibility of every employee. The highest priority should be given to protecting all cooperative computers, mobile devices, networks, software, and data collected, processed, and stored from unintended or unauthorized access, change, or destruction.

M.J.M. Electric Cooperative is an Equal Opportunity Employer

Accepted _____ Date _____