



## POSITION DESCRIPTION

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**POSITION TITLE:** Material Handler  
**DEPARTMENT:** Monroe Operations Plant

**FLSA Status:** Non-Exempt

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Production Assistant Manager

**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

This individual will assist with chemical operations and production in the Monroe Operations Plant. The Material Handler will maintain production and distribution of product by pulling orders from inventory; delivering production materials and supplies; staging finished product. Responsibilities specifically include, cycle counts and raw material management while improving plant quality, efficiency and safety. The Material Handler will coordinate and take direction from the Production Assistant Manager and contribute to a positive team atmosphere.

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### POSITION QUALIFICATIONS AND JOB DUTIES

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. High school diploma and/or equivalent work experience.
  2. Basic algebra/math skills for calculations concerning percent, dilutions, ratios, averages, etc.
  3. Minimum of 2-3 years' experience in manufacturing.
  4. Experience in warehouse and plant operations are a benefit.
  5. Ability to drive a forklift (training and certification will be provided).
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#### JOB DUTIES:

1. Fully support company policies, procedures, and standards, i.e., ISO 9001, ISO 14001, Five-S, etc.
2. Maintains inventory by identifying, labeling, and placing materials and supplies in stock, and recording location of inventory.
3. Locates materials and supplies by pulling and verifying materials and supplies listed on production orders.
4. Maintains in-process inventory at work centers by delivering and opening materials and supplies.
5. Assists Receiving dept. in documenting materials and supplies disposition by recording units delivered and location of units.
6. Returns materials to stock after production is complete.
7. Off load raw material tankers into storage tanks.
8. Cycle count product and raw materials as directed by Supply Chain each week.
9. Supply Fill lines with hard good components for fulfilling work orders
10. Supply gallon/pail Fill line with mixed totes as needed.
11. Mix and sample incoming raw material/finished good totes or drums to the lab for QC approval.
12. Support pour-out activity for rework or scrap. Maintain records on totes, including red hold tags.

13. Maintains material-handling equipment by completing pre-use inspections; making operator repairs.
14. Contributes to team effort by accomplishing related results as needed.
15. Be a back-up resource during times of short staffing.
16. Must have the ability to trouble-shoot issues.
17. Maintain raw material levels (totes & dispersion tanks).
18. Able and willing to work necessary hours to meet all project deadlines, travel when necessary.
19. Contributes to the development and continual improvement of the SHEQ Management System(s).
20. 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.

## CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
3. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
4. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
5. **Composure** – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict, and continues performing steadily and effectively.
6. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
7. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
8. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources,

compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.

9. **Patience** – Allows others to make mistakes without a negative reaction, allows others to learn or understand at their own pace, listens to others before forming a response, and takes the necessary time to work through obstacles.
10. **Technical Expertise** – Maintains the minimum knowledge and skills required for the position, assesses strengths and weaknesses, pursues training and development opportunities to continuously build skills, and serves as a resource for the organization.
11. **Safety** – Ensures a safe working environment for employees by providing training, enforcing safety policies and procedures, following safety policies and procedures under all circumstances, and reporting potentially unsafe conditions.
12. **Results Oriented** – Maintains an appropriate focus on short and long term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persist until the goal is reached.

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

#### PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 25% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 75% of the time.
3. Must be able to physically run all manufacturing equipment and machines within the plant.
4. Must be able to position self to reach all areas of machine, including under and above (requires bending, squatting, crawling, climbing, reaching).
5. Must be able to lift and carry 15-25 pounds and frequently move equipment weighing up to 50 pounds.
6. Requires the use of hands for grasping and fine manipulations
7. Must be able to communicate effectively by listening and also in both written and verbal forms.

#### WORK ENVIRONMENT

1. Generally works in a manufacturing environment but is also required to perform job duties in a typical office setting.
2. This position regularly requires large amounts of time to be spent using manufacturing equipment, which generally entails regular and repetitive motions along with exposure to loud noises. All safety procedures should be adhered to in these situations.
3. This position also requires some amount of time to be spent using computer equipment, which entails regular and repetitive motions.
4. Will regularly be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

5. Subject to working near moving parts of heavy machinery and high voltage equipment where use of appropriate safety equipment is required.
6. Work includes indoor and outdoor environment during possible adverse weather conditions.

**Salary/ Wage Range**

\$16.50-\$19.50 P/H Compensation for the role will depend on a number of factors, including a candidate's qualifications, skills, competencies and experience and may fall outside of the range shown. Bona offers a competitive total rewards package, which includes a 401k match, Open PTO, healthcare coverage and a broad range of other benefits. Learn more at <https://us.bona.com/companyInfo/work-at-bona.html>

**SIGNATURES**

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This job description has been approved by all levels of management.

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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