

Home Depot Warehouse Associate Job Description

- Receiving and unloading inventory
- Driving forklifts to transfer inventory where needed
- Making sure that the materials moving meet Home Depot's quality standards
- Using measuring equipment (e.g., tape measures and scales) to accurately determine dimensions and weights of materials and products
- Accurately record data on computer forms
- Operate material handling equipment (e.g., hand trucks, pallet jack, [forklifts](#), and reach-stackers)
- Stack products on pallets or in totes
- Transport materials to designated areas
- Inspect product for damage, including broken packages and holes in containers
- Keep equipment and work area clean regularly
- Develops material requirements for the warehouse by developing, negotiating, tracking, and evaluating inventory needs
- Researches new equipment or methods to increase efficiency
- Provides input to determine warehouse layout, including production flow charts
- Oversees the efficient movement of the product in order to improve workflow
- Develops reports related to operations by collecting information from other warehouses, including productivity levels and space utilization.