

Job Title: Forklift Operator

Summary of the Position:

Forklift Operator is responsible for operating a forklift to move, locate, relocate, stack, and count product. The Operator is accountable for the safe and efficient operation of LPG sit-down forklifts. The person in this position possesses 5-7 years of experience and the skills to perform the day to day activities within the receiving/warehouse department including: raw material receiving, warehouse high stacking, finished goods dock and production line support.

Duties and Responsibilities:

- Inspect, document and unload trucks/containers of raw materials and FG (finished goods) items, verifies receipt to order documentation, signs and stamps bill of lading, receives inventory into the system using computerized scanning equipment.
- Picks work order demands, stages product for production use and returns unused items back to inventory.
- Conducts pre-op inspection on all material handling equipment used and reports any equipment issues or damages. Properly uses and cares for hand-held scanning equipment.
- Keeps receiving/warehouse area and equipment clean and organized: sweeps, picks up trash, tapes up any open cases and organizes empty pallets, etc.
- Adheres to all safety and GMP rules as well as attends assigned training.
- Responsible for manufacturing, distributing and consistently maintaining safe and quality food by following good manufacturing practices, allergen controls, food defense, HACCP, SQF, and regulatory requirements.
- Aware and accountable for maintaining and documenting preventative controls necessary to ensure food safety and quality.
- Responsible for partnering with others, sharing knowledge, skills and information within assigned team and across functional areas.
- Responsible for enhancing technical and functional competencies, as well as professional and leadership development.

Qualifications:

- 5-7 years of forklift driving experience and knowledge of safe forklift operation.
- Basic computer skills
- Basic math skills

Physical Demands:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effectively handle lifting of various objects weighing up to 50 pounds.
- While performing the essential functions of the job, the employee will be required to bend, stoop, kneel, reach and climb stairs.
- The position requires standing for extended periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is very loud. Ear plugs are provided for safety.
- Regular exposure to elements such as odor, noise, dust, heat, cold, or chemicals.
- While performing the duties of the job, the employee regularly works inside and outside in all different types of weather elements.