



Title: Forklift Operator

Reports To: Warehouse Manager

Job Summary: The position of the Forklift Operator is responsible for storing and retrieving items in the warehouse. Responsibilities include but are not limited to notating any damaged cartons, crates and containers, as well as maintaining a safe and orderly work area.

Date:

PRIMARY RESPONSIBILITIES AND DUTIES:

- Prepare, stack, and pile goods for transport/shipment
- Place in isle/racking system and pull shipments from warehouse
- Make sure containers/crates are prepared, marked, and damage free
- Track inventory and provide accurate/detailed documentation
- Load/unload household items and secure with security seals
- Measure and weigh items according to regulation
- Maintain/organize trucks and supplies
- Some driving may be required with valid license
- Maintain customer relationships and ensure warehouse is accessible/safe for customer traffic
- Clean and maintain warehouse/yard
- Follow and enforce safety procedures
- Assists in other areas of the warehouse as necessary

PHYSICAL DEMANDS:

- Must lift up to 75 pounds and stand for long periods of time
- Must engage in frequent bending, stooping, squatting, pushing, and pulling
- Must be able to work in various weather and temperature conditions

KNOWLEDGE, SKILLS, AND ABILITIES:

- High School Diploma or equivalent, effective communication skills, friendly and outgoing personality, organizational skills, and ability to respond to requests effectively and efficiently.
- Communicate politely and positively with all Customers
- Maintain production pace and utilize equipment used to perform duties
- Operate cardboard compactor and baler
- Forklift certification preferred
- Qualified applicants must pass a background check and pre-employment drug screen
- Required to wear company uniform
- Ability to read and interpret documents

PERSONAL ATTRIBUTES:

- Be honest, trustworthy, and respectful
- Demonstrate sound work ethics