

Title: Fork Lift Operator
Reports to: Operations Manager and Supervisors
Classification: Full Time, Non-exempt

Primary Purpose of the Job: loads and unloads product in the warehouse and perform other material handling (case pick) operations including housekeeping and any other job function the Supervisor deems appropriate.

Essential Duties:

- Perform forklift maintenance check prior to each and every shift; this will insure that it is in a safe operating condition. Report any maintenance needs to immediate Supervisor or lead.
- Operate material handling equipment to load and unload materials, transfer material from one platform to another, and move materials within the warehouse to pick orders and put product away. Properly scan and consolidate product, rotate product as needed and inspect all product for any quality issues.
- Read, communicate, and understand general instructions given, if unsure ask Supervisor.
- Understand and Use Company's warehouse management system (R-F) is proficient in the R-F functions.
- Handle all products according to PepsiCo and Jacobson Companies procedures.
- Be safety conscience at all times and report safety questions/concerns to Supervisor or lead.
- Maintain a clean working environment which includes Interior, exterior, any liquid spills must be immediately mopped up by operator.
- Comply with all other procedures outlined in the daily operation training, this will include the damage process, order selection, refueling of fork truck, truck loading/unloading and any other procedural training.
- Comply with procedures outlined in employee handbook, GMP policy, time clock and attendance policies.

Other Duties: Other duties assigned by management.

Required Experience: Warehouse and material handling equipment experience required (including, but not limited to, sit-down forklift, slip-sheet, pallet jack, brudi, pallet wrap machine, dock plate use etc.

Required Education: High school graduate or equivalent required.

Working Conditions: Overtime and weekend work may be required throughout the year.

Safety Hazards: Significant hazards. Work includes using material handling equipment that must be operated according to specific operating procedures.

Customer Service: Understand and display internal and external customer service, i.e. (no abusive language, including profanity).

Physical Requirements:

- This position frequently requires the ability to lift/carry/push boxes/stack and wrap pallets/and other items weighing between 0-70 lbs., and up to 100 lbs. using a single double lift. This position requires the ability to occasionally and frequently stand, walk, sit, stoop, crouch, reach/work overhead, and use hands in a repetitive motion.
- A majority of the tasks required for this position requires the ability to use both hands.

Key Accountabilities: Arrives promptly for assigned work, punctual breaks and lunches, ability to change or adapt work practices, priorities, or procedures, reschedule activities in response to changing conditions or multiple work demands. Follow company safety policies and procedures, work cooperatively and productively with department heads and other associates in order to complete tasks.

This job description does not list all duties of the job. Employees will be evaluated in part based upon performance of the tasks listed in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either the employee or the employer may terminate employment at any time for any reason.