

Position: Warehouse Material Handler/Forklift Operator

Compensation: \$17.00/hr.

Status: Full-time - Non-exempt

Job Description: The Warehouse Material Handler/Forklift Operator is responsible for receiving, storing, and delivering materials to each department. This position also assists in unloading trucks and overseas containers. This person reports to the Warehouse Material Handling Coordinator.

Responsibilities include (but are not limited to):

- Use an RF mobile scanner to manually scan materials while stocking to accurately maintain bin counts
- Notify the Warehouse Material Handling Coordinator immediately if any product deficit is visible
- Pull product for each department based on daily need
- Assist in unloading trucks and overseas containers
- Return unused materials from Production & Packaging back to shelves daily
- Operate a forklift using the correct attachments and following all safety protocol
- Ensure all product and materials are stored and handled correctly to reduce risk of damage
- Maintains the workplace and warehouse in a neat, clean, and orderly condition
- Assist with special projects and other duties as assigned

Physical demands:

- Must be able to frequently lift and carry up to 75 pounds; lifting could exceed 100 repetitions per shift
- Must be able to maintain a high level of frequency in other physical activities such as reaching, standing, walking, lifting, pushing, pulling, kneeling, crouching, and climbing ladders
- While performing the duties of the job, the employee is regularly exposed to the outside environment
- Ability to support and adapt to changes as the organization evolves

Requirements:

- Must be 18 years of age or older
- Forklift experience (3- 5 years)
- Warehouse experience (3-5 years)
- Willingness to work overtime as needed
- Basic computer skills needed
- Ability to effectively communicate information and respond to questions from various departments within the organization