

**Freezer Forklift Operator**

**POSITION SPECIFICS**

**Reports To:** Logistics Manager

**FLSA Status:** Hourly

**ROLE**

**SUMMARY**

The primary responsibilities of the Shipping/Receiving Forklift Operator are to work with and follow all directions from the Logistics Manager and supervisors with receiving, shipping and off-loading of products.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

* Generating work tickets for daily production run.
* Generating Bill of Ladings for shipments.
* Efficiently pull finished products as required to fill orders, as well as rotating products.
* Accurately moves product from production line on second shift to proper storage area in freezer. Ensures proper placarding.
* Properly stores all incoming products.
* Performs inventory audits as needed.
* Notifying supervisors of any mechanical or material issues.
* Moving pallets of product to appropriate areas as needed.
* Maintaining a clean and safe work area following all company safety policies and OSHA regulations.
* Works scheduled shifts and required overtime.
* Must be able to pass a Forklift operators test

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**QUALIFICATIONS**

**EDUCATION and EXPERIENCE**

* Experience operating a forklift required.
* Min 2 yrs. Experience operating a forklift preferably in a warehouse food manufacturing plant.
* Ability to interpret written and oral instructions
* Ability to work safely in a fast-pace environment
* Must be able to work in a refrigerant environment

**CERTIFICATES, LICENSES AND REGISTRATIONS**

None required

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

* Exceptional teamwork and leadership skills.
* Working knowledge of warehouse management computer systems.
* Ability to work well with others in a team environment
* Ability to communicate effectively with clients and suppliers.
* Ability to work independently, prioritize, and handle multiple tasks concurrently.