

General Description

Working under the supervision of the department supervisor, this position is responsible for operating powered industrial trucks for the purpose of moving, locating, relocating, stacking, and counting products.

Education, Certifications, Licenses, and/or Registrations

A high school diploma or equivalent is preferred.

Experience

Minimum six (6) months of forklift experience is required. At least one (1) year of warehouse experience is preferred.

Specialized Knowledge and Skills

- Able to properly operate a powered industrial truck, both propane and electric
- Manual dexterity
- Basic math and reading skills are required
- Able to read tape measure
- Able to use basic hand and power tools
- Able to follow instructions and retain information
- Willingness to learn
- Physical stamina

Essential Duties

1. Read and follow work instructions, blueprints, and established procedures.
2. Load, unload, move, stock, and stage products and materials 80% of the time.
3. Ensure operators have necessary material to meet production goals and expectations.
4. Verify load accuracy, check load count, stability, and product damage. Report variances as necessary.
5. According to the work order traveler, move product to the next location in the production process.
6. Maintain equipment and materials in a neat, clean, and orderly fashion.
7. Complete daily inspections of forklift and other necessary equipment.
8. Maintain warehouse space for optimal utilization.
9. Identify stocking locations throughout the plant.
10. Empty trash receptacles as necessary.
11. Ensure all unused bins and pans are clean and easily accessible for next use.
12. Immediately identify and report any safety hazards.
13. Attend annual safety and forklift training.
14. Lift materials and final products manually or using a hoist.
15. Accurately report production in the computer system.
16. Provide a great level of attention to detail and focus on given task.
17. Follow all company and safety policies, guidelines, and rules.
18. Follow all quality standards.
19. Meet and/or exceed production goals.
20. Work in a fast-paced environment.

21. Stay focused and on task with minimal supervision.
22. Maintain a clean and organized work area.
23. Maintain regular and reliable attendance.
24. Perform other duties as assigned.

Work Environment

Industrial manufacturing environment. Facility is enclosed, ventilated, and heated but not air conditioned. Safety-toe footwear and safety eyewear are required. Hearing protection is required in designated areas. Gloves and other PPE are provided.

Physical Demands

Spends more than three-quarters (3/4) time sitting while operating powered industrial trucks. Standing, bending, stooping, squatting, kneeling, and reaching may be required. Requires clear vision at close and far distances that allow for safely stacking/nesting pans and bins. Able to lift up to 75 lbs. and occasionally position heavier material with the aid of a lifting device.

Schedule

Full time. First shift 5:30 AM – 3:45 PM, Monday through Thursday. Second shift 3:45 PM – 2:00 AM, Monday through Thursday. All training is done on first shift. Overtime may be required.

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. Activities, duties, and responsibilities may change at any time with or without notice.

For more information, call 573-642-2246 ext. 224. Or email hr@danuser.com.

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