



Job Description – Fork Truck Operator

Location: South Oak Lane Facility (Lyndhurst, VA)

Reports to: Warehouse Supervisor or Operations Manager

Work hours: Day Shift: 8:00AM – 4:30PM

Responsibilities:

- Under general supervision, Fork Truck Operator will ensure safe and accurate receipt, storage, and shipment of products, utilizing equipment, including, but not limited to, various sit down LP trucks
- Promote safe work environment through personal actions
- Load and unload trucks and containers using equipment provided in safe and efficient manner
- Check and count freight for accuracy and/or drainage
- Take inventory as needed
- Direct product to correct area in warehouse
- Clear work area of loose wood and plastic, sweep area as needed
- Report faulty equipment, damage to racks, and other safety hazards to supervisor
- Other duties as assigned

Qualifications:

- Minimum of high school diploma or equivalent
- Minimum 1 year stand up forklift experience in warehouse or manufacturing environment
- Familiarity with RFID
- Familiarity with Warehouse Management Systems
- Strong teamwork skills
- Self-motivator
- Must be able to work overtime, days and/or evenings, and weekends
- Ability to read numbers and labels
- Ability to work in a fast-paced environment
- Ability to pay close attention to detail and meet deadlines
- Ability to safely lift up to 60 lbs. frequently

Additional Notes:

Only qualified candidates with related experience will be considered. Pre-employment drug screening, background check, and physical are required.