Job Description – Fork Truck Operator
Full-Time, Rotating Two Week Shift

OVERVIEW: 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.

REPORTS TO: Warehouse Supervisor or Operations Manager – South Oak Lane Facility (Lyndhurst, VA)

WORK HOURS: Day Shift: 5:00am – 5:00pm
Work every other weekend

DUTIES AND RESPONSIBILITIES:

- 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 damage

- 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

MINIMUM QUALIFICATIONS:

1. Minimum 12 months stand up forklift experience in warehouse or manufacturing environment
2. Familiarity with RFID
3. Familiarity with Warehouse Management Systems
4. High school diploma or GED equivalent
5. Possession of a valid state driver's license

Position – Fork Truck Operator

PREFERRED SKILLS:

1. Strong teamwork skills
2. Self-motivator
3. Must be able to work overtime, days and/or evenings, and weekends
4. Ability to read numbers and labels
5. Ability to work in a fast-paced environment
6. Ability to pay close attention to details and meet deadlines
7. Ability to safety 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.

WORK SCHEDULE EXAMPLE:

Week 1 (5:00am to 5:00pm)	Week 2 (5:00am to 5:00pm)
Monday – On	Monday – Off
Tuesday – On	Tuesday – Off
Wednesday – Off	Wednesday – On
Thursday – Off	Thursday – On
Friday – On	Friday – Off
Saturday – On	Saturday – Off
Sunday - On	Sunday - Off