



Forklift Operator

Job Title: Forklift Operator
Work Location: Woodland Distribution Center

Job Specific Information

I. Summary

Drives gasoline, liquefied gas, or electric powered industrial truck equipped with lifting devices such as forklift, to push, pull, lift, stack, tier, or move products, equipment, or materials throughout the grounds. Participates constructively to the movement and warehousing of products to ensure the Business Unit is able to meet customer requirements for superior products in the most safe and service-oriented manner available.

II. Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Safely operates and drives truck while controlling the movement of lifting apparatus;
- Positions forks, lifting platform, or other lifting device under, over, or around loaded pallets, skids, boxes, products, or materials and transports load to designated area or truck;
- Unloads and stacks material by raising and lowering lifting device;
- Inventories materials on work floor, tallies product and maintains stock rotation;
- Loads or unloads materials onto or off of pallets, skids, or lifting device;
- Performs preoperational checks on forklifts and reports any and all service and operational concerns;
- Maintains work area housekeeping;
- Participates in the yearly inventory audit.

III. Qualifications/Requirements

- High school diploma or general education degree (GED); or six months related experience and/or training; or equivalent combination of education and experience.
- Must possess a current forklift operator's license, or be able to provide proof that he or she had possessed a forklift operator's license previously.
- Ability to operate a hand-held calculator, preferred.

IV. Physical Requirements

- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this position include distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The noise level in the work environment is usually loud.
- This position requires wearing hard hat, steel toe boots, eye protection and leather or rubber gloves.

V. Application Process

- Email resume and cover letter including salary history to recruiter@mendoco.com or fax to 707-485-6873