

Maplewood Ice Job Description

Job Title: Forklift Operator
FLSA Status: Non-Exempt

Summary: Responsible for the production of the company's products within prescribed specifications and efficient machine operation by performing the following duties:

Duties and Responsibilities include the following. Other duties may be assigned.

1. Sets up production machines each day according to established procedures.*
2. Operates production machines to produce product in accordance with established standards and guidelines.*
3. Manipulates controls in an efficient manner to minimize waste.*
4. Inspects product for faultiness and reports flaws immediately to management.*
5. Detects and reports machine malfunctions promptly to management.*
6. Maintains an adequate supply of operating materials for production machines and obtains additional materials according to procedures.*
7. Documents production activities each day as assigned.*
8. Packages and transports produced parts to the truck as needed.*
9. Packages and wraps goods for appropriate shipment on a daily basis.*
10. Assembles goods into containers, places onto pallets, and assembles orders according to proper location.*
11. Wraps pallets with plastic wrap and labels accordingly.*
12. Operate forklift, hand truck, pallet and electric jack as needed.*
13. Loads van line according to domestic and international containerized shipments.*
14. Maintains cleanliness and ensures proper functioning of assigned production areas.*
15. Performs other related duties as assigned.*

Qualifications:

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Education/Experience:

High school diploma or general education degree (GED); and one year related experience and/or training; or equivalent combination of education and experience.

Specialized Training:

- Forklift Certification

Equipment:

- Forklift
- Pallet Jack
- Hand Trucks

Knowledge, Skills, and Other Abilities:

- Oral Communication Skills
- Written Communication Skills
- Reading Skills
- Technical Communication
- Time Management
- Dexterity Skills
- Mechanical Aptitude

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee must regularly lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions, and extreme cold (non-weather). The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet or humid conditions (non-weather), and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.