



JOB TITLE: Forklift Operator
LOCATION: Romeoville, IL

JOB PURPOSE:

Forklift Operators handle the safe unloading and loading of inbound and outbound freight, using established procedures; ensures all shipments are correctly staged, checked, and loaded properly; responsible for properly storing product in the reserve and replenishment storage locations throughout warehouse; performs general forklift tasks offering support to the operation at large, including receiving, picking and shipping activities, as volume dictates. The Forklift Operator is accountable for the safe and efficient operation of the equipment, and for the safety and integrity of the product being unloaded/moved/loaded.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ability to operate sit down and/or standup forklift (electric and/or propane).
- Follows all established safety and building procedures.
- Removes any debris that is noticed immediately and reports all spills, odors, and hazardous conditions to Department Lead and/or Supervisor.
- Safely unloads and/or loads product to assigned location on warehouse floor, compares unloading and/or shipping document to physical count of goods.
- Reports all discrepancies and damage to Department Lead and/or Supervisor.
- Enters and/or scans unloading and information into WMS to obtain put-away labels.
- Uses RF scanner and/or tablet to locate products into WMS.
- Uses RF scanner and/or tablet when moving any pallets from one bulk location to another bulk location in the warehouse.
- Use an RF scanner and/or tablet to scan products to the aisle it is being run down.
- Moves product to storage locations; efficiently stacks and stores product in bulk and VNA area.
- Completes daily forklift operator's checklist.
- Completes daily housekeeping checklist.
- Performs general cleaning duties of the receiving department and warehouse generally.
- Ensures the assigned forklift is charging at the end of the shift.
- Returns all RF and/or tablet equipment to the Department Lead at the end of the shift for proper charging.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High School Diploma/GED required.
- Minimum 1-3 months related experience and/or training in warehouse environment.
- 3-6 months of forklift driving experience, 1 year preferred.

QUALIFICATIONS:

- Sit down and/or standup forklift certification.
- PC literate a plus.
- Ability to read and interpret documents such as safety rules, standard operating procedures, and policy manuals.
- Ability to read and comprehend simple instructions, short correspondence, and memos.