

Job Description



Job title: Warehouse Worker/Forklift Operator	(For Personnel Dept. use only)
Dept.: Jacksonville Business Unit	Job designation: Job key:
I. Name of person currently holding position:	Salary group: Notes:
II. Name of supervisor/position:	
III. Name of next supervisor/position:	V. Representation: Represents: Represented by:
A. ROLES AND RESPONSIBILITIES:	
<p>The Forklift Operator will be responsible for moving inbound, inter-warehouse and outbound product in a manner that meets client standards for safety, quality, productivity and accuracy.</p>	
PRIMARY DUTIES:	
<ul style="list-style-type: none"> • Process and assist all inbound and/or outbound, stocking, picking, packing and additional warehouse functions. • Utilize RF equipment (all functional areas) forklifts; reach truck, order pickers, hand trucks and electric pallet jacks. • Accurately picks and prepares shipping orders to meet shipping cutoff times and processes orders accordingly to all regulatory standards. • Assist with inventory accuracy by cross checking products and informing management of any discrepancies. • With appropriate cross training, provides as a backup support for other departments on an as-needed basis. • Performs stock alignments as necessary to improve inventory performance and accuracy. • Grounds keeping and trash collection/disposal to ensure a clean, well-groomed appearance for customers and employees. • Maintain a safe work environment and ensure that all company safety procedures are followed to include OSHA compliance guidelines. • Other duties, responsibilities, and qualifications may be required and/or assigned as necessary. 	
WORKPLACE REQUIREMENTS:	
<ul style="list-style-type: none"> • Must pass a pre-employment drug screen and background check. • Possess a valid driver's license. • Ability to follow directions, maintain quality accuracy and work as a team player. • Must have exceptional attention to detail and ability to multi-task. • Maintain professional attitude and appearance. • Excellent verbal and written communication skills. • Ability to lift up to 35lbs and work for long periods of time standing with frequent stopping and bending. 	

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- 1. Education:**
High School Diploma or equivalent.
- 2. Experience:**
Minimum 3+years of warehouse/material handling experience & customer service preferred.

Originated by: Date:	Checked and approved: Signature of Supervisor Date:	Agreed: Date:
Signature	Signature of Supervisor	Employee Signature

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