

FORKLIFT OPERATOR

BASIC PURPOSE:

To follow the specific guidelines developed by KW Associates concerning the warehouse process for safe and effective material movement of all KW Associate's products. Reports directly to the Warehouse Shift Supervisor.

PRIMARY RESPONSIBILITIES:

- The Forklift Operator is responsible for operating a forklift to move, locate, relocate, stack, and count merchandise.
- The Operator is accountable for the safe and efficient operation of the vehicle and may also be required to perform Order Filler and Checker duties.
- Receiving/Put-Away: Unload inbound shipments safely and move product to storage locations.
- Efficiently stack and store the merchandise in the appropriate areas.
- Quality: Ensure inbound and outbound shipments are accurate and free of damage.
- Report quality variances.
- Order Picking: Pull and prepare product for shipment, ensuring that the exact number and type of product is loaded and shipped. Perform picking duties in an efficient manner that meets customer service standards.
- Loading: Efficiently move product from staging and/or storage areas into trailers.
- Equipment: Load, unload, move, stack, and stage product and materials using a forklift or other power equipment.
- Use radio frequency equipment for picking, receiving, put-away, and load functions, as required.
- Maintain the facility's equipment and materials in a neat, clean, and orderly fashion.
- On a daily basis, perform pre and post shift inspections on the forklift or other equipment.
- Inventory: Keep appropriate records and reports to guarantee that tight inventory control and security are maintained. Assist in physical inventories. Ensure proper stock rotation.
- Safety, Sanitation, Security: Maintain a clean, neat, and orderly work area. Assist in maintaining the security of the warehouse. Conduct operations in a manner that promotes safety. Comply with OSHA and MSDS Standards.
- Maintenance: Perform or assist in building, grounds, and equipment maintenance as required. Accountable for product damage and package integrity.
- Must keep work area clean and neat throughout the shift.