

POSITION DATA					
<b>JOB TITLE:</b>	Forklift Operator	<b>JOB CODE:</b>	FLO	<b>LOCATION:</b>	Lebanon
<b>DEPARTMENT:</b> :	Warehouse	<b>REPORTS TO:</b>	Warehouse Supervisor	<b>FLSA STATUS:</b>	Non-Exempt
JOB SUMMARY					
<p>Operates an electrically powered lift truck in a safe and efficient manner in and out racking, trailer and products equipment while loading/unloading pallets of finished products, bulk products, fiber, or any other miscellaneous items needed to operate the facility. The Forklift Operator is responsible for placing these items in a designated location in a manner subscribed to by the facility inventory system.</p> <p>Nortera is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the BRC Version 8. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> <li>▪ Ability to operate both sit-down (electric) and hi-reach lift trucks</li> <li>▪ Ensures orders are picked and loaded accurately and without damage</li> <li>▪ Ensures that the seal on the truck matches the paperwork</li> <li>▪ Following all GMPs, Safety, Operation, and Sanitation Programs</li> <li>▪ Ensure that all paperwork is completed with accuracy and attention to detail</li> <li>▪ Supply products to production lines</li> <li>▪ Put away bulk and finished goods</li> <li>▪ Inspecting of product to ensure accuracy</li> <li>▪ Inventory &amp; damage control</li> <li>▪ FIFO procedures must be observed</li> <li>▪ Adhere to all company Good Manufacturing Practices (GMPs)</li> <li>▪ Demonstrate a personal commitment to safety</li> <li>▪ Report any food safety, health &amp; safety, and quality issues and initiate action, as necessary.</li> <li>▪ Any other tasks as assigned by management.</li> </ul>					
QUALIFICATIONS					
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of the components of loading and unloading tractor-trailer containers</li> <li>▪ Knowledge of warehousing, pallet scanning, hi-reach racking systems, and general forklift operations.</li> <li>▪ Computer Literacy: Microsoft Office, Facility Inventory System, Google.</li> <li>▪ Must have good attention to detail and accuracy</li> <li>▪ Willing and able to work and function in a team environment</li> <li>▪ Ability to effectively communicate both written and verbally.</li> <li>▪ Ability to work with all levels of the organization</li> </ul>				
<b>PHYSICAL DEMANDS</b>	<p>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 essential functions.</p> <ul style="list-style-type: none"> <li>● Must be able to carry/lift up to 40lbs (anything over 40lbs requires a team lift)</li> <li>● Occasional pulling/pushing up to 40 lbs.</li> <li>● Occasional bending, squatting, twisting, climbing, dexterity</li> <li>● Frequent reaching, standing, sitting, walking, typing</li> <li>● Specific vision abilities required by this job include close vision, color vision, depth</li> </ul>				

	<ul style="list-style-type: none"> <li>perception, and the ability to adjust focus.</li> <li>Ability to work in sub-zero temperatures</li> </ul> <p><b>Appropriate work intensity level:</b> Medium</p>
<b>WORK ENVIRONMENT</b>	<p>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 essential functions.</p> <ul style="list-style-type: none"> <li>Normal office environment</li> <li>Noisy conditions</li> <li>Dusty condition</li> <li>Hot and cold or humid conditions</li> <li>Exposure to extreme/seasonal temperatures</li> <li>Exposure to chemicals or solvents</li> <li>Work near moving mechanical parts</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience in a frozen warehouse preferred</li> </ul>
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>High School Diploma or equivalent</li> </ul>

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. NORTERA reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussions. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule a time to meet with their supervisor if they believe their position description needs updating or if they have questions.