



Please apply in person at: 450 Central Ave, University Park, IL 60484 9:30am to 3pm Monday-Friday

Job Title: Forklift Operator

Status:

- Hourly
- Non-Exempt

Type of position:

- Full-time
- Part-time

Physical Requirements:

- Lift 50 lbs. Without assistance
- Push/Pull

Physical Requirements:

- Walk
- Sit
- Climb
- Bend

Job Summary:

The Warehouse Person's primary function is to safely and efficiently operate a forklift for the purpose of moving, locating, relocating, stacking, and counting merchandise. Primary responsibility includes the accurate receiving, storing, picking and shipping of product to meet company and customer standards of service, quality, safety, and productivity.

Duties/Responsibilities:

- Unload inbound receiving safely, accurately and efficiently, and move product to proper storage locations. Efficiently stack and store the merchandise in the appropriate areas and complete all applicable paperwork thoroughly and accurately.
- Efficient utilization and proper care of the Company's equipment including but not limited to the RFWMS system.
- Perform and document daily inspections.
- Ensure inbound and outbound shipments are accurate and free of damage. Report quality variances.
- Pull and prepare product for shipment, ensuring that the exact number and type of product is picked and loaded in accordance with company standards. Perform picking duties in an efficient manner that meets customer service and productivity standards.
- Reposition product within the facility as directed by management. Document all product relocations; including storage locations, SKU, quantity, quality, and whatever other product identification information required.
- Efficiently and safely move product from staging and/or storage areas into trailers, railcars or containers.
- Operate any materials handling equipment safely and efficiently as required. Use radio frequency equipment for receiving, put-away, picking, product relocation, and loading functions, as required.
- Keep appropriate records and reports to guarantee that tight inventory control and security are maintained. Assist in physical inventories and ensure proper stock rotation.
- Comply with all OSHA and MSDS Standards, and all Company work rules, policies and procedures.
- Maintain work area to meet sanitation standards of Company.
- Perform functions as directed by supervisor.
- Maintain a professional attitude among co-workers and visitors to the facility.

Education & Skills Requirements

- High school diploma or GED required.
- Minimum 1-3 years of warehouse experience.
- Strong stand forklift skills desired.
- Possess familiarity with material handling and radio frequency equipment.
- Ability to read and count, perform simple math, write legibly and ability to follow directions are all extremely important.

All applicants, once offered a position, are subject to a background check, driving record check and drug screening. We are a drug-free environment.