

Job Description and Specification

POSITION TITLE: HIGH FORK/LETDOWN OPERATOR
 DEPARTMENT: WAREHOUSE
 REPORTS TO: DIRECTOR OF WAREHOUSE

GENERALSUMMARY

Operate forklift to letdown overstock product and fill empty slots.

ESSENTIAL JOB FUNCTIONS

1. Operate forklifts and pallet jacks in a safe and efficient manner.
2. Letdown product and fill empty slots.
3. Move product from dock to assigned locations.
4. Work in the dry, cooler and freezer portion of the warehouse.
5. Pick cases of groceries ordered by customers.
6. Build pallets containing ordered groceries.
7. Performs other related duties as assigned by management.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of warehouse procedures.
2. Knowledge of stock rotation procedures
3. Skilled in fork lift operations
4. Ability to pay close attention to detail and coordinate various activities simultaneously.
5. Ability to communicate with supervisors, co-workers in a courteous and professional manner.
6. Ability to work with minimal supervision.

EDUCATION AND EXPERIENCE:

High school graduate or equivalent and excellent math skills.

PHYSICAL REQUIREMENTS:

0-24% 25-49% 50-74% 75-100%

Seeing: Must be able to read reports and use computers			X	
Hearing: Must be able to hear well enough to communicate with co-workers			X	
Standing/Walking/Mobility Must be able to stand for long periods, to walk; mobility between warehouse and office to contact supervisors and co-workers when needed			X	
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing: Lift 80lbs on occasions			X	
Fingering/Grasping/Feeling: Must be able to write, use computer and use phone system			X	

Note: The statements herein are intended to describe the general nature and level of work performed by employees assigned. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills require of personnel assigned.