



## Job Description

**Job Title:** Experienced Forklift Operator - Warehouse Associate

**Location:** Kent, WA

**Department:** Warehouse

**Reports to:** Warehouse Supervisor

**Revised Date:** July 2014

### Position Purpose

Properly load, unload, and receive freight and load outbound trucks/trailers/containers. Safely move freight within the warehouse and on/off loading dock, ramps and yards. Place freight in appropriate storage locations and retrieve freight from appropriate storage locations. Experienced /Certified forklift driver - required.

### Essential Duties and Responsibilities

- Ensure high quality customer service, professional communications, and interaction with customers, employees, and co-workers at all times.
- Assure that all company material handling equipment is safely and efficiently operated. Report any defective equipment immediately and assure that unsafe equipment is taken from service. This includes, forklift, pallet jacks dock plates, stretch film machines, small shipment meters/scales.
- Practice all safety regulations and company policies and procedures.
- Report any anomalies in freight such as damaged, overages or shortages immediately upon discovery or occurrence of damage.
- Complete accurate load and unload information and tally sheets on each shipment in a timely manner.
- Load trailers to assure that cargo is loaded in a cube efficient manner, stowing cargo and bracing product to avoid damage and facilitate effective drop shipments.
- Maintain a clean, neat and orderly work area.
- Support and actively comply with the security duties and responsibilities described in the C-TPAT Security Program document which was received and signed for upon hire.

## Qualifications

### Education and Experience

High school diploma or equivalent.

Forklift certified, 2+ years forklift experience.

### Abilities

Ability to learn new tasks as needs arise and retain information.

Ability to perform comfortably in a fast-paced deadline oriented work environment.

Ability to follow direction and to effectively complete tasks in a timely and safe manner.

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**Communication and Computer Skills**

Ability to effectively communicate in English, both written and verbal.  
Ability to learn and use certain job function related computer functions.  
Ability to work as a team member, as well as independently.

**Mathematical Skills**

Basic mathematical computations.

**Work Environment**

Typical non-heated warehouse dock environment.  
Seasonal hot & cold temperatures will be experienced in warehouse environment.

**Physical Requirements**

Employee must lift 40 lbs on a frequent basis and up to 70 lbs on a less than frequent basis; sit for sporadic periods of time, and stand for up to 8 hours at a time while monitoring, training, and developing staff. Walk for up to 8 hours in a shift to assure smooth warehouse operations. Reach above head for storing materials (up to 40 lbs), grasp, handle, and perform finger operations. Must focus physical activity for extended periods of time to assist freight movement. Majority of time spent on feet in & out of potentially inclement weather. Overtime & schedule modifications may need to be accommodated by the employee with general, but not necessarily advance specific, notice.

**Additional**

This job description provides a general overview of the expectations and basic duties of the job, and is not a comprehensive list of all duties and responsibilities. The company will assign additional duties and tasks that it deems necessary to meet the requirements of the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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