



**Position / Job Title:** Forklift Operator / Customer Service

**Work Hours:** 6:30am – 3:00pm (Opportunity for overtime)

**FLSA Status:** Non – Exempt

**Department:** Material Handler

**Back up Coverage:** plant lift / mold assembly / staging loads

**Reports to:** VP of Operations

**Essential Functions:**

- Unload finished product and place into inventory
- Build and Load customer pickups
- Unload vendor deliveries
- Organize and maintain the yard
- Stage and assist drivers with outgoing deliveries
- Report inventory concerns, equipment needs, and customer feedback to front office staff
- Assist with end of day cleanup
- Adhere to safety management standards

**Requirements and Qualifications:**

- High School Diploma or GED
- Valid fork-lift certificate
- Good physical condition
- Mathematical aptitude
- Good organizational skills
- Attention to detail



- Good written and verbal communication
- Lifting requirement of 90 pounds
- Team Player