**JOB DESCRIPTION (ARGO)**

**ACH Food Companies, Inc.**

**Job Title: Forklift Truck Operator 11-2013**

**Location: Argo, IL**

**Department: Shipping – Production**

**Supervisor: Shipping Supervisor**

**Job Class: 3**

**Job Purpose: Responsible for operating a sit-down forklift truck to transport materials between departments or from warehouse or yard. Operator also uses sit-down forklift to load and un-load rail trucks.**

**Primary Duties and Responsibilities:**

1. **Supply all lines with materials for packaging finished goods including but not limited to:**
   1. **Stretch wrap**
   2. **Knockdowns**
   3. **Tier sheets/Pads**
   4. **Caps**
   5. **Glue**
   6. **Cheps**
2. **Restack pallets and load / unload onto trailer in shipping.**
3. **Load product pallets off of storage lanes into rail trucks that vary in size (53’, 45’ and 40’) accurately utilizing warehouse RF while working safely, ensuring product does not get damaged and forklift safety principles are followed at all times.**
4. **Follow loading patterns and understands “chimneys/pinwheels/butt-to-butt” loading terms so as to minimize rework**
5. **Utilize warehouse RF (SAP) to load/move/modify/inquire/block and verify product pallets are accurately loaded into assigned doors/bins**
6. **Restack picture frames and sheets on pallets and load onto trailer in shipping.**
7. **Supply glue to re-conditioner as necessary.**
8. **Notify dock coordinator when trailers are complete.**
9. **Load / Unload trailers as required, including chep trailers, corrugate trailers, dunnage trailers, bottle trailers, supply knockdown trailers and recycling trailers.**
10. **Set-up production material for next shift.**
11. **Load all bad brown pallets into scrap whitewood trailer.**
12. **Stage pallets for baler.**
13. **Notify dock coordinator of count of sheets and pallets.**
14. **Remove excess packaging materials from all lines after a changeover and return them to the warehouse.**
    1. **If materials are delivered by hand, they must be shrink wrapped before they are returned to the warehouse.**
15. **If the T-bar in the trailer is inoperable, forklift driver must unload bottles as necessary.**
16. **Relocate rejected pallets of bottles from eject lane and other lanes in warehouse as required.**
17. **Scrubs warehouse and areas as required.**
18. **Complete all necessary loading paperwork, including loading pattern, trailer inspection record and forklift pre/post inspection records.**
19. **Complete all necessary unloading paperwork, including blind receipt form and verifies blind receipt accuracy versus packing list/BOL.**
20. **Responsible for adhering to break times and giving other forklift operators breaks when assigned as relief driver while completing assigned tasks throughout the shift**
21. **Works in a safe manner observing all safety regulations and policies.**
22. **Follows all GMP policies and regulations.**
23. **Communicates changes in conditions to management.**
24. **Performs other duties as assigned by management.**

# Education/Experience/Skill/Competence Requirements

**Education: High school diploma or GED**

**Experience: One year previous driving experience on sit-down forklift in a high-speed manufacturing setting**

**Skill/Competence:**

* **Must be able to obtain and maintain valid fork lift operators certification license**
* **Must be able to understand and utilize required Company software for Warehouse / Production operations**
* **Must be able to react to changing operational conditions or requirements**
* **Must understand and follow loading patterns as well as be able to follow verbal/written instructions**
* **Must display a sense of urgency while operating the forklift safely to complete all work assignments**