

Quaker Valley Foods, Inc.
JOB DESCRIPTION

Job Title: Forklift Operator (Utility Worker)	Occupation Code:
Department: NEP Cold Storage	Salary Grade:
Reports To: Director of Operations	Exempt <input type="checkbox"/> Non-Exempt/Hourly <input checked="" type="checkbox"/>
Positions Supervised: 0	Location: Philadelphia, PA

Position Summary: The NEP Forklift Operator is responsible for loading outbound trucks, and unloading product from inbound trucks in a safe and efficient manner. This position is working in a freezer with below-zero temperatures.

Duties:

- Receive and stage newly arrived product
- Prior to unloading vehicle, verify that the trailer and product is clean.
- Verify inbound piece count prior to dating and signing carrier's freight bill.
- Segregate incoming freight into designated receiving area to insure timely receiving process.
- Complete receiving documentation and forward to the Inv. Control Dept.
- Stage inbound receipt in designated area.
- Place merchandise on shelves from ground level to eight feet high.
- Stock locations with newly arrived and existing merchandise.
- Put away stock in timely manner.
- Pick, select, and palletize products.
- Shrink-wrap and label pallets and place completed pallets where required.
- Regularly rotate and replenish stock to ensure oldest merchandise is used first.
- Must keep work area clean by picking up paper, plastic wrappers, scrap wood, and broken pallets.
- Experience in stamping, weighing, wrapping and lifting frozen meat products is preferred.
- Perform other duties such as labeling, sorting, wrapping, packing and re-palletizing, as required.

Qualifications:

- 2 years' consistent, recent experience driving a forklift
- Ability to perform simple math, including counting, and addition and subtraction.
- Must be able to lift weights of 25-100 lbs. frequently.
- Must be able to be able to bend and lift frequently.
- Must be able to follow written and verbal directions and work independently.
- High school diploma or General Education Degree (GED) preferred
- Ability to operate material handling equipment in a safe, efficient manner
- Ability to lift and retrieve merchandise from shelves ranging from 0-8 feet high.
- Accuracy; attention to detail.

Physical/Mental Demand Analysis:

Physical Requirements:	Ability to sit, drive, stand, traverse. Agility, arm/wrist/hand movement. Moderate walking, standing, and/or climbing; lifting and carrying of up to 100 lbs; stooping, bending, kneeling, and reaching.
Visual Requirements:	Near vision (clarity up to 20 in.), mid-range vision (clarity more than 20 in. and less than 20 ft.), color vision, depth perception, and unimpaired field of vision.
Hearing Requirements:	Normal hearing/listening
Working Conditions:	Working in a freezer with frequent temperatures below-0. Working around machinery with moving parts, working w/moving objects and motorized vehicles.
Mental Power:	Ability to make decisions that are varied. Ability to operate within established policies, procedures, and schedules. Able to multi-task and meet deadlines.