

Job Title: Material Handler
Department: Manufacturing/Operations
Reports to: Inventory Supervisor
Status: Non-exempt

Job Summary:

This position will operate powered industrial trucks to load and unload materials and deliveries and move them to and from storage areas, machines and loading docks, into trucks or storage facilities.

Essential Job Duties:

- ◆ Transport material or equipment to and from designated areas in the facility
- ◆ Load and unload goods from vehicles such as trucks or vans
- ◆ Move goods packed on pallets or in crates around the storage and manufacturing facilities
- ◆ Stack goods in the correct storage bays, following inventory control instructions
- ◆ Ensure that loads are secure
- ◆ Stack and store empty pallets in a safe manner
- ◆ Perform daily equipment checks such as forklift inspection checklist
- ◆ Remove machine attachments and waste material from machines
- ◆ Examine products to verify conformance to quality standards
- ◆ Dump/load materials into machine hoppers or receptacles

Minimum Qualifications:

- ◆ High School diploma or equivalent
- ◆ Strong math, language and reading skills; basic computer skills may be required
- ◆ High degree of attention required to prevent injury to others; promote a safe work environment
- ◆ Follow instructions for operating equipment and keeping records
- ◆ Execute assignments in an accurate, timely and safe manner
- ◆ Maintain a clean & safe environment
- ◆ Forklift certification per OSHA standards

Working Conditions:

Work is performed primarily in the warehouse or manufacturing facility, although outdoor tasks are required. Lighting is artificial. Equipment used may include the use of telephones, power driven lift. Individual will have constant exposure to dust, excessive noise, heat, cold, fumes and chemicals. Physical demands include standing, walking, bending over, crawling, climbing, reaching overhead, kneeling, crouching, balancing, pushing and pulling, repetitive use of both hands, grasping, fine



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dexterity, being around other work equipment and machinery, driving cars, trucks, forklifts, walking on uneven ground, as well as lifting up to 50 lbs. Both work days, as well as hours of work may vary, according to the requirements of the operation.

