



## Bay State Milling Job Description

**Job Title:** Forklift Operator  
**Department:** Warehouse  
**Reports To:** PL&W Manager  
**FLSA Status:** Hourly  
**Pay Rate:** \$16.50 per hour  
**Date Revised:** 4/9/2021

### SUMMARY

This position is based in our Longmont, CO warehouse and is responsible for activities associated with safe operation of forklifts and associated warehouse equipment in the handling of packaged product within the plant. The work hours for this role are typically M-F, 7am to 5pm, with some Saturday shifts required.

Duties of the Forklift Operator include but are not limited to the following.

- Performs all work safely and in accordance with all Good Manufacturing Practices (GMP) and standards and Bay State Milling Company's Standard Operating Procedures (SOP).
- Keeps work areas clean to ensure a safe and sanitary environment.
- Operates a forklift in a safe and efficient manner to ensure the optimum performance for the Packing & Loading Department.
- Performs daily safety inspection of forklift.
- Picks orders and prepares for shipment.
- Uses computer to enter data concerning shipments and to print paperwork for shipments.
- Accurately completes paperwork for trucks loaded using BaySys.
- Stretches wrapping pallets.
- Moves trash from warehouse to dumpster.
- Unloads trucks and accurately completes receiving paperwork.
- Hand stacks product as needed.
- Performs daily sanitation duties and assigned tasks as specified in the master cleaning schedule.
- Unloading of inbound shipments in accordance with SOP's.
- Stacks, stores, and rotates product as needed.
- Stages and loads outbound shipments in accordance with SOP's.
- Restacks pallets of product to remove damaged goods.
- Prepares and maintains all necessary paperwork in accordance with SOP's.
- Maintains FIFO inventory and performs 30/60/90 day inspection on incoming products.

This is not to be considered a comprehensive listing of duties for the position of forklift operator. It is expected that employees will perform other duties reasonably assigned.

### NATURE AND SCOPE



Performs all duties relevant to the warehouse department and plant operations.

## **DIMENSIONS**

Primarily, taken care of on one shift; however, extra hours are put in as the need arises.

**QUALIFICATIONS** *To perform the job of Forklift Operator successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required to successfully perform the tasks required of Forklift Operators. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

- Capable of performing basic math functions, with or without the aid of a calculator.
- Capable of following and communicating written and verbal instructions in English.
- Capable of successfully passing forklift operators certification training.
- Must demonstrate the ability to be a self directed worker.

## **EDUCATION and/or EXPERIENCE**

1. High school diploma or general education degree (GED) preferred.
2. Need to have good PC, math, writing, and reading skills.
3. Employee must have the ability to become certified in the operation of warehouse equipment, including forklift.

## **LANGUAGE SKILLS**

Employee must have the ability to Speak, Read, Write, and Comprehend instructions and documentation in the English Language.

## **MATHEMATICAL SKILLS**

Employee must have the ability to work with and apply mathematical concepts such as: addition, subtraction, multiplication, division, fractions, decimals, percentages, ratios, and proportions in all units of measure used in practical situations.

## **REASONING ABILITY**

Employee must have the ability to:

1. define and solve practical problems
2. collect and record data
3. establish facts and draw valid conclusions
4. interpret an extensive variety of instructions in written, oral, diagram, or schedule form
5. deal with a variety of abstract and concrete variables simultaneously in standardized situations

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Successful completion of forklift training, written exam and driving test. On-going training to enhance performance in position as required.

## **SAFETY**



While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety. It is the expectation and responsibility of the employee to report any and all injuries immediately to the supervisor, and to report to supervision any safety situation that the employee feels is substandard and poses a risk for employee injury, property damage, or loss.

### **TEAMWORK**

Ensures that appropriate individuals are informed about matters impacting their areas of responsibility; works well with others; shares knowledge and experience with others; demonstrates respect and consideration for others' opinions; contributes to the overall task of the team. Demonstrates integrity; works effectively in teams; facilitates inter-departmental cooperation; cooperates with supervision and peers to accomplish work assignments; helps create and maintain effective working relationships.

### **DEPENDABILITY**

Follows through on tasks; requires minimum supervision and follows instructions and procedures. Arrives at work on time; follows Company policies on vacations, leaves, etc. Observes Company rules; completes tasks within deadlines.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequently required to lift and/or move 50-pound bags.
- Frequently required to twist torso.
- Frequently required to twist and turn neck.
- Frequently required to step up into and down from forklift operators' seat.
- Vision requirements are close vision, distance vision, color vision, and depth perception.
- Occasionally required to bend, stoop, kneel or crouch.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job the employee is regularly exposed to moving mechanical parts, fumes and or airborne particles. The employee is exposed to vibrations. The employee will be exposed to extremes in temperature, both hot and cold. The work environment is noisy, at times in excess of 95 decibels.

### **FOOD SAFETY / SECURITY REQUIREMENTS**

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth



by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of their work environment and prevents any accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance and Plant Manager have the authority to release product on hold.