

	<b>JOB DESCRIPTION</b>	1 of 5	March 2023
	<b>FORKLIFT OPERATOR</b>		<b>International Grains and Cereals LLC</b>

**POSITION SUMMARY**

International Business

**Organization**

**Supervisor reports to:**

Logistics Manager

**Immediate Supervisor:**

Warehouse Supervisor

**Individuals who report to this individual:**

NA

Fulfills responsibilities of operation equipment as well as order raw materials and finished products in order to comply with the production following the guidelines, standards, and procedures established by the organization.

**ESSENTIAL RESPONSIBILITIES**

1. Operates forklift correctly, following the established procedures, in order to prevent accidents that may affect the staff and or the equipment.
2. Makes sure to check forklift condition on a daily basis in order to assure the continuous operations. Complete forklift checklist at start of shift.
3. Ensures safe and sanitary working conditions for the staff, production area and warehouse, consistent with the procedures and instructions set forth by the company, in order to be in compliance with the Good Manufacturing Practices and Industrial safety norms.
4. Transfers finished products to the individual warehouses placing them on their established lane in accordance with the company's policies and procedures.
5. Quantifies and identifies with a ticket, each finished product batch by production order to keep the area organized.
6. Transfers the finished products through the use of forklifts, in order to speed up the process of transportation.
7. Utilizes protection equipment and adhere to the safety procedures in order to minimize risks and prevent workplace accidents.
8. Follows the policies, standards, and procedures of the Company's security systems, promoting a culture of healthy and secure place of employment. This is in order to control the risks and guarantee a 100% safe environment.
9. Performs other related duties as assigned.
10. Computer competency is needed. (Excel/SAP/Email)
11. Participate in cycle count+monthly inventory counts of finished goods and raw materials
12. Complete all safety and Human Resources Training

Revised by: Nicole. A Hill March, 2023

Approved by:

	<b>JOB DESCRIPTION</b>	2 of 5	March 2023
	<b>FORKLIFT OPERATOR</b>		

	<p><b>IS INFORMED OF:</b></p> <ol style="list-style-type: none"> <li>1. Modifications to the production and office plans.</li> <li>2. Monthly reports of the management indicators</li> </ol> <p><b>SUPPORTS:</b></p> <p>Recommends actions to improve productivity, based on the analysis of management key indicators.</p>
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**RELATIONSHIP**

Internal/External Relationships	Purpose of Relationship	Dimension
<b>Internal</b>		
Production Supervisor	Maintains Exchange of information and conflict resolution	Exchange of Information, Conflict Resolution
Production Production Operator/Technician		Cross functional team
Warehouse Supervisor		Direct reporting structure
<b>External</b>		
Truck Drivers	Loading product for shipping	

**JOB PROFILE**

<b>REQUIREMENTS</b>	
<b>Education Level</b>	High School or GED; strong math skills; some college credits preferred;
<b>Work Experience</b>	3 years' experience as forklift driver without incident. Minimum one (1) year experience in process operation in food manufacturing companies.
<b>Certifications or Accreditations</b>	OSHA certified preferred

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	<b>JOB DESCRIPTION</b>	3 of 5	March 2023
	<b>FORKLIFT OPERATOR</b>		<b>International Grains and Cereal LLC</b>

<b>Cognitive Ability</b>	<ol style="list-style-type: none"> <li>1. Interpret and analyze information relating to real-world situations or practical and operative problems within his knowledge area</li> <li>2. Elaborates on the products and documents that are solicited by the supervisor based on the technical norms of his or her area of expertise.</li> <li>3. Generates alternative solutions to operative problems of medium difficulty.</li> <li>4. Evaluates alternative solutions, analyzing pros and cons for each option.</li> <li>5. Supports technicians with more experience in product design.</li> <li>7. Participates in work teams as a competent technician who has the capacity to contribute ideas to resolve issues within area of expertise.</li> </ol>
<b>Job Knowledge</b>	At least three (3) years forklift experience without incident.

<b>REQUIREMENTS</b>	
<b>Strategic Challenge</b> (Difficult situation which needs to be resolved for the organization)	
<b>Key Issues</b>	
<b>Environment</b>	

**AUTHORITY AND AUTONOMY**

<b>Physical Working conditions</b>	<ol style="list-style-type: none"> <li>1. Position requires sitting, moving, walking, standing, ascending and descending stairs/ladder, kneeling, working in close spaces in or outside of the building.</li> <li>2. Works in warehouse conditions with varying temperature changes and exposure to environmental dust</li> <li>4 May be required to assist minor mechanical repairs</li> </ol>
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	<b>JOB DESCRIPTION</b>	4 of 5	March 2023
	<b>FORKLIFT OPERATOR</b>	<b>International Grains and Cereal LLC</b>	
	5. Must wear protective head, hands and or body gear as required.		
<p>1. The holder is governed by the guidelines of the Logistics Distribution Manager of the company which include the objectives of this position and whose results help the company on an international level.</p> <p>2. This position follows the guidelines, including safety and GMP's as established in the policies and procedures handbook.</p> <p><b>Important:</b></p> <p>1. The position requires availability to work on 8, 10, 12 hour shifts.</p> <p>2. May respond to request work overtime or cover shift due to increased response time to ship.</p> <p><b>Desired:</b></p> <p>1. Information technology knowledge, word, SAP. Excel a plus.</p>			
<b>ROLES</b>			
<ol style="list-style-type: none"> <li>1. Participates in process improvement planning</li> <li>2. Works as a member of the distribution team</li> <li>3. Interfaces with other production, maintenance and or quality teams.</li> </ol>			
<p><b>Disclaimer:</b></p> <p>Nothing in this job description restricts management's right to assign or reassign other related duties and responsibilities to this job at any time.</p>			
Revised by: Nicole. A Hill March, 2023		Approved by:	

	<b>JOB DESCRIPTION</b>	5 of 5	March 2023
	<b>FORKLIFT OPERATOR</b>		<b>International Grains and Cereal LLC</b>
<p><b>ADA Statement:</b></p> <p>International Grains and Cereal, LLC is committed to compliance with the Americans with Disabilities Act (ADA) which prohibits the discrimination of qualified individuals with disabilities who can perform the essential functions of the job with or without reasonable accommodation.</p>			
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