



## Forklift Operator

Job Title: Forklift Operator  
Work Location: Calpella Distribution Center

### Job Specific Information

#### I. Summary

Drive gasoline, liquefied gas, or electric powered industrial truck equipped with lifting devices such as forklift, to push, pull, lift, stack, tier, or move products, equipment, or materials throughout the grounds. Participate constructively to the movement and warehousing of products to meet customer requirements in a most safe and service-oriented manner.

#### II. Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Safely operate and drive truck while controlling the movement of lifting apparatus
- Position forks, lifting platform, or other lifting device under, over, or around loaded pallets, skids, boxes, products, or materials and transports load to designated area or truck
- Unload and stack material by raising and lowering lifting device
- Inventory materials on work floor, tallies product and maintains stock rotation
- Load or unload materials onto or off of pallets, skids, or lifting device
- Perform preoperational checks on forklifts and report any and all service and operational concerns
- Maintain work area housekeeping
- Participate in the yearly inventory audit

#### III. Qualifications/Physical Requirements

- High school diploma or general education degree (GED) and 6 months to 1 year related experience and/or training
- Possess a current forklift operator's license, or be able to provide proof of previous forklift operator's license
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to operate a hand-held calculator
- Write routine reports and correspondence and speak effectively with customers and employees of organization
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and communicate. Frequently required to stoop, kneel, crouch, or crawl and is occasionally required to stand and walk
- Regularly use arms and legs to get into and out of forklift multiple times a day. Use hands, wrists, and arms to operate forklift and use legs and feet to push forklift pedals
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and vibration.
- The employee is frequently exposed to high, precarious places

#### IV. Application Process

- Email a resume to [Recruiter@MendoCo.com](mailto:Recruiter@MendoCo.com) to request an application or
- Send by fax to (707) 485-6873 or
- Call (707) 485-6731 for more information