

# Forklift Driver

Abbyland Foods, Inc-Abbotsford, WI  
2<sup>nd</sup> Shift



## **SUMMARY**

Our Forklift Driver loads, unloads, and moves materials within or near our plant, yard, or work site. You must be able to work a flexible schedule and work overtime as needed.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential duties for this job include the following but other duties may be assigned.

- Read work order and pick proper products
- Keep production area running (make sure the rooms are emptied out of finished product and the room is stocked with pallets and cardboard)
- Make sure incoming product is unloaded and has all the appropriate paperwork
- Be responsible to make sure the cooler and freezers are kept clean
- Read work orders and follow oral instructions to ascertain materials or containers to be moved
- Open Containers
- Load and unload materials onto or from pallets, trays, racks, and shelves by hand
- Load materials into vehicles and install strapping, bracing, or padding to prevent shifting or damage to transit
- Convey materials from storage or work site to designated area
- Count, weigh, and record number of units of material or mark information on cases, bales, or other containers
- Attach identifying tags or labels to materials
- Load truck for Industrial Truck Operator
- Stack or assembles materials into bundles and bands bundles together
- Remove samples of materials, labels with identifying information, and take samples to laboratory for analysis
- Lift heavy objects by hand or with power hoist, and clean work area machines and equipment to assist machine operator
- Make simple adjustments or repairs such as realigning belts or replacing rollers
- Assemble crates to contain products such as machines or vehicles
- Operates industrial truck or electric hoist to assist in loading or moving materials and products.

## **EDUCATION & EXPERIENCE**

High school diploma or general education degree (GED) required. Previous experience operating a fork lift required. An equivalent combination of education, experience and training may be considered.

## **CERTIFICATES, LICENSES OR REGISTRATIONS**

The right person must be a skilled forklift operator and be able to complete our certification program.

## **PHYSICAL DEMANDS**

The employee (by themselves) must lift and/or move up to 25 pounds and occasionally 60 or more.

## **WORK ENVIRONMENT**

Must be able to work in cold environments. While working in the freezer the normal temperature is about -22 degrees.

## **EEO Policy Statement:**

Abbyland Foods, Inc provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Abbyland Foods, complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Abbyland expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Abbyland employs to perform their expected job duties is absolutely not tolerated.

View the EEO is The Law Poster at:

[http://www1.eeoc.gov/employers/upload/eeoc\\_self\\_print\\_poster.pdf](http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf)