



## Forklift Driver

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### General Description

The Forklift Driver is responsible for the safe loading and unloading of trucks, assisting the warehouse in moving food, forklift maintenance, pallet and box organizing, and parking lot clean up.

### Reporting

This position reports to Receiving Clerk.

### Time Commitment

This position requires 1 day/week

*Any position working a minimum of 2 days/week, may remain on their current team or they may elect to join the warehouse team*

### Key Responsibilities

1. Load and unload trucks as needed.
2. Load food for team haulers as needed.
3. Move pallets in and out of the warehouse as needed for distribution.
4. Keep pig food area organized and clean.
5. Keep lean-to organized and clean.
6. Assist the distribution with putting away freight.
7. Keep trash smashed down throughout the day.
8. Load pig food for farmers
9. Keep bread rack organized
10. Check forklift for oil and notify maintenance of any issues.
11. Keep parking area clean
12. Other duties as assigned.

### Qualifications

1. Forklift Operator Experience.
2. Knowledge of CGGI programs, policies, procedures, and practices.
3. Knowledge of general recordkeeping procedures.
4. Effective internal customer service skills.
5. Ability to determine what needs to be done and follow through.
6. Ability to follow instructions.
7. Positive Attitude.