

**Sturm Foods, Inc.**  
**Position Role**

**Job Title:** Forklift Operator  
**Department:** Various: Distribution, Flex Pack, Box Room, Etc  
**Reports To:** Supervisor  
**FLSA Status:** Nonexempt  
**Prepared By:** jlc/mmv  
**Prepared Date:** 9/6/06

**SUMMARY:** Position exists to drive gasoline, gas, or electric powered Forklift to push, pull, lift, stack, tier, or move products, equipment, or materials by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Moves levers and presses pedals to drive truck and control movement of lifting apparatus.
- Positions forks, lifting platform, or other lifting device under, over, or around loaded pallets, skids, boxes, products, or materials and transports load to designated area.
- Unloads and stacks material by raising and lowering lifting device.
- Inventories materials on work floor, and supply workers with materials as needed.
- Weighs materials or products and records weight on tags, labels, or production schedules.
- Loads or unloads materials onto or off of pallets, skids, or lifting device.
- Lubricates truck, recharges batteries, fills fuel tank, or replaces gas tank.
- Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** 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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED). Desire to learn and ability to pass driving test.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to

effectively communicate with other employees.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** ForkLift truck license.

**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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an 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 occasionally exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually loud.