

Position Profile:

The purpose of the Forklift Operator is to ensure the timely delivery of all raw materials and finished goods to meet scheduled assembly and shipping activities.

Work Responsibilities:

- Use forklift, power jack and/or pallet jack to move materials to staging areas.
- Return unused materials to the proper storage areas or staging areas for return to other locations
- Remove pallets from assembly/shipping floor
- Load outbound trucks, unload incoming freight

General Responsibilities:

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

Minimum Qualifications

- High School Diploma or Equivalent
- One year forklift driving experience in a distribution, manufacturing, or warehouse environment
- Forklift Driver Certification

Core Competencies:

- Ability to safely operate a forklift.
- Ability to work in a team environment.
- Ability to maintain and protect company proprietary information
- Ability to maintain a strong and consistent attendance history.

Working Environment and Physical Demands:

- Manufacturing and warehouse with constant walking, standing, bending, stooping, reaching and pulling required. The work environment is frequently in non-conditioned space with moderate noise levels.
- Occasionally required to lift and/or move items weighing 25 – 50 pounds.
- While performing the duties of this job, the employee is regularly exposed to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments.

*** Note: This job description does not restrict CURiO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*