



Forklift Operator Job Description

Location: Irvine, CA
Reports To: Operations Manager
Status: Full-Time, Hourly, Non-Exempt, \$22.00/hour
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15 + Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan and Employee Assistance Program paid by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank of Orange County that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

We are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship** in pursuit of our mission.

About Second Harvest Food Bank of Orange County

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security to all members of our community when they need our help.

POSITION DESCRIPTION:

Forklift Operators are responsible for a wide variety of Distribution Center (warehouse) duties, including receiving, product movements, processing, disposal, and order picking. As part of the Operations team, all team members are responsible for ensuring food safety, cleanliness, and workplace safety, in compliance with Second Harvest Food Bank's Food Safety, Workplace Safety, and Food Defense Programs. Successful candidates will be alert, hard-working, detail-oriented, able to follow instructions, and be comfortable working in a fast-moving, changing, and flexible environment.

ESSENTIAL JOB FUNCTIONS:

- Safely operates forklift, hand truck, manual/electric jack, pallet wrapping machine, compactors, and other tools/machines as appropriate and as needed for successful completion of duties.
- Follows all processes and procedures for tasks assigned.
- Completes and passes annual Food Safety Training.
- Ensures all orders assigned are received, picked with accuracy; reports challenges to Inventory Control Specialist.
- Assists with inventory cycle counts as directed.
- Receives product at the direction of Operations Leadership.
- Disposes of product at the direction of Operations Leadership.
- Cleans work area based on Master Cleaning Schedule posted in that area or as directed.
- Loading and unloading pallets to and from trailers/vehicles; safely operate dock lifts.
- Adheres to safety guidelines and recommendations.
- Maintains a safe and organized work area.



- Reports incidents immediately to Operations Leadership.
- Other duties as assigned by Operations Leadership.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS/ORGANIZATION REQUIREMENTS:

Accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential job functions.

- Forklift Operator Certification a plus (training and certification is available to the right candidate)
- Regularly required to stand, walk, reach, use hands
- Regularly required to lift and carry up to 50 lbs
- Regularly required to use pallet jacks, forklifts, and related equipment
- Warehouse environment with moderate noise at food bank
- High School GED
- Warehouse experience preferred
- Ability to work for brief periods of time in a cooler and freezer environment (PPE provided)

PROFESSIONAL QUALITIES:

Fundamental qualities, traits or attributes expected of a candidate to display in the role.

- Maintains a positive and solutions-based attitude, even while under pressure and/or managing competing priorities and deadlines.
- Shows respect and is respected by others.
- Displays strong communication and team player skills.
- Takes ownership, initiative, and pride in their work.
- Ability to work in a collaborative team environment to achieve goals and benchmarks.
- Displays a clear understanding of professional behavior and etiquette.
- Meets or exceeds goals, or diligently works to course correct when needed.

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer

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