

Grassland Dairy Products, Inc.
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FORKLIFT OPERATOR

Full-Time, Permanent

Greenwood, WI

The forklift operator is responsible for the efficient material handling and loading and placement of finished, palletized products. This individual is expected to conduct themselves in a matter which promotes the continuous improvement of Grassland's mission for quality, safety and efficient production.

Essential Duties and Responsibilities:

- Comply with applicable good manufacturing, safety and quality assurance practices
- Verify quality control items such as sampling, coding and packaging
- Organize and rotate stock within FIFO guidelines
- Maintain proper documentation in all formats of recordkeeping
- Communicate with inventory and shipping personnel regarding ongoing organization of product
- Perform forklift operations for the Packaging and Shipping & Receiving departments
- Complete order fulfillment and all documentation associated for incoming and outbound trailers
- Account for daily production totals and product placement
- Demonstrate an understanding of incoming and outgoing products and materials
- Contribute to general cleaning and housekeeping throughout the plant as needed
- Follow standard operating procedures and complete necessary training elements and competencies
- Other duties as assigned by supervisor and backfill throughout the department as needed

Knowledge, Skills and Abilities:

- Exceptional attention to detail and strong organizational skills
- Ability to adapt effectively within a continually changing and demanding environment
- Ability to understand product identification and coding
- Ability to demonstrate a high level of understanding of the layout of coolers, freezers and warehouse locations
- Must be able to demonstrate an ability and willingness to communicate effectively in order to maintain high levels of safety, quality and efficiency
- Ability to read and comprehend standard operating procedures and company guidelines in order to maintain regulatory compliance
- Must maintain necessary certifications and comply with Grassland forklift policies for the operation of powered industrial equipment

Education/Experience:

- High School Diploma or General Education Degree (GED)
- Minimum of 1 year of forklift operations experience preferred

Grassland Dairy Products, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Grassland complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.