



Position Title: MHE Operator

Position Type: Full Time, Non-Exempt

Department: Distribution Center

Reports To: Distribution Center Manager

POSITION OVERVIEW:

Performs the necessary functions of operation in order to ensure orders and inventory will be received, picked, packed, shipped and stored accurately. Must be detailed-oriented, accurate and able to follow directions, work well with team members and exercises good judgement & common sense in all aspects of the work. This job has no supervisory or travel responsibilities.

ESSENTIALS AND RESPONSIBILITIES INCLUDE:

Responsible for operating the following equipment, sit down forklift, order picker, reach truck, turret truck, standup forklift, pallet riders and other material handling equipment as necessary.

- Operates RF equipment in order to successfully perform daily functions
- Operate Material Handling Equipment to pick, move and put away products as required.
- MHE Certification on all equipment
- Picks eaches, cases and full pallets for store orders using Material Handling Equipment
- Unloads new product and places in staging area to be received and split out
- Unloads and loads freight as necessary
- Put away new product in the appropriate storage racks
- Performs moves for pallets and cases throughout the Distribution Center
- Keeps locations free of empty pallets
- Maintains clean aisles and dock areas for Material Handling Equipment
- Ensures that all PO's are receipted and split in an accurate and timely manner
- Performs packaging and verification of order accuracy at the designated split stations which include: Manual Induction Station, Non-Conveyable, Break Pack, Clothing and Pallet-Builder Stations
- Ensure that all pallets are securely stretched wrapped
- Ensures proper labels and bar codes have been applied to the cartons / pallets before shipping
- Maintains inventory integrity in all locations
- Responsible for the cleanliness of the equipment used on a daily basis
- Maintains accurate inventory of product

- Picks and ships orders from all areas of the operation
- Stages shipments in the appropriate shipping areas
- Keeps inventory off the floor and in the appropriate pick areas
- Ensures that all the appropriate paperwork is maintained and submitted to the proper departments in a timely manner
- Reports any issues with PO receipts, shipments, etc. to management and office personnel
- Performs cycle counts as assigned
- Ensures that all processes are being done correctly and in a timely manner to eliminate additional cost to the budget
- General computer skills ie, email, Microsoft Word

PERFORMS SPECIAL PROJECTS AND OTHER DUTIES AS ASSIGNED:

- Cross Training in other areas of operation as needed
- Ability to multi-task and be on rotation for different job functions
- Prepares related forms, documents, etc.
- Maintains clear, orderly work area
- Properly loads and unloads trailers with the appropriate paperwork when requested
- Works closely with the Warehouse Management team and office personnel

ASSISTS IN MAINTANING THE FACILITY AND EQUIPMENT:

- Operates the material handling equipment in an efficient and safe manner
- Communicates with the Warehouse Management team on any issues that may arise and reports any necessary repairs needed to the building or equipment
- Assists in maintaining the security of the warehouse
- Conduct operations in a manner that promotes safety

PHYSICAL DEMAND:

- Must be capable of sitting, standing and walking for extended periods (at least two hours straight, four times in an eight- hour day). Must be able to twist, stoop, squat, reach above shoulder level and crouch on a frequent basis. Must be able to use proper techniques to lift 75 pounds. The ability to follow directions with emphasis on safety is extremely important. Must be able to handle stress caused in meeting deadlines with tight scheduling requirements. Must be able to shift priorities easily. Must be able to use hands and feet simultaneously and for repetitive movements.