



Infinity Retail Services

Material Handler

Reports to: Assembly Supervisor

Essential Duties and Responsibilities:

- Contribute to the orderly operation of stock and/or materials storage area.
- Maintain in-process inventory at work centers by delivering and opening materials and supplies.
- Maintain material-handling equipment by completing pre-use inspections and making operator repairs.
- Operate forklifts, pallet jacks, and other machinery to move items, or signals machine operators to move materials onto and off trucks, ships, and loading docks.
- Keep work area and line(s) neat and clean.
- Perform all duties in a safe manner and follow all plant safety policies and procedures. All work will be done in compliance with OSHA safety rules and regulations.
- Collaborate with team members and participate in team discussions to achieve goals.
- Able to work alone or within a team setting.
- Maintain excellent workmanship standards, organizational skills and verbal communication skills.
- Create a positive working environment by having a positive attitude and willingness to learn.
- Follow Infinity's Mission Statement and Core Values.
- Other duties as assigned.

Requirements:

- Ability to maintain regular, punctual attendance.
- Certified to operate all lift trucks.
- Ability to perform the essential job functions safely and successfully.

Physical Requirements:

- None

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the company.

Print Employee Name:

Employee Signature:

Date: