

Matthews Feed and Grain, Inc	
928 S Massachusetts Ave	
Matthews, IN 46957	
Approved by: Brad Rodeffer, Controller	

Bag Mill Forklift Operator: Job Description

Job Summary

The Bag Mill Forklift Operator is responsible for safely and efficiently operating material handling equipment to support the automated bagging and stacking of bagged feeds. The role focuses on staging packaging materials, clearing completed pallets from the automated stacking area, and maintaining continuous workflow in the mixing and bagging department. The Operator is responsible for day-to-day housekeeping tasks, including the removal of dust from ledges, floors equipment and other surfaces. The Operator must always use and maintain personal protective equipment assigned for each task. Operator must work in compliance with all company policies, local, state and federal policies, laws and regulations.

Essential Duties

- Operate manufacturing equipment
- Supply the bagging line with empty bags, pallets, slip sheets, and tags to prevent production downtime
- Remove stacked pallets of finished feed with a forklift from the automated bag stacking area immediately upon completion
- Inspect bag sewing, check pallet stability, verify correct tagging, and ensure product labels match production documents
- Transport finished feed to designated staging areas or in warehouse storage racks using proper spacing and FIFO inventory procedures are adhered to
- Insure racks, bins and storage areas do not overflow
- Complete appropriate paperwork and reports
- Rotate stock
- Perform routine housekeeping in all areas of the mill to clear all dust and debris from the work area to maintain OSHA safety compliance
- Keep floor free from spills and debris
- Return tools to their proper storage place when tools are finished with
- Keep aisles and walkways clear and open

Additional Duties

- Ability to use other machinery used in the feed mill such as a manlift
- Perform other duties as assigned by the Feed Mill Manager

Job Qualifications

- High school degree or equivalent
- Forklift operator certification
- Strong spatial awareness for navigating tight areas and a sharp attention to detail
- Ability to lift 60 pounds, climb ladders and operate a forklift with 2,000 pounds of material
- Ability to work at heights up to 50 feet

EMPLOYEE NAME (Please Print)

I have read and understand the entire above job description. I have reviewed these duties for which I am responsible, as well as the minimum requirements of this position with my supervisor. I understand that this document does not create an employment contract between the Company and myself. I understand that I may terminate my employment relationship with the Company at any time and the Company maintains a similar right.

Employee's Signature

Date

Supervisor's Signature

Date

Please submit resume and/or application to hr@matthewsfeedandgrain.com