



TR Toppers is recruiting for a full-time Temp to Hire **Forklift Supervisor** in Pueblo, CO who has a strong work ethic with a willingness to work hard; dependable; positive attitude, adaptable; honest; self-motivated; willing to learn and grow; and has a strong self-confidence. If this description fits you, we encourage you to apply for this position.

TR Toppers offers a very competitive compensation package based on experience, which includes a year-end bonus, and a company-funded pension plan. Benefits include optional medical, vision, dental, life insurance, generous paid time off, holidays, referral bonus, and a great work environment.

TR Toppers is a national food processing company located in Pueblo, CO. We specialize in processing name brand candies and other types of inclusions that are used in a variety of food products, such as ice creams and cakes, and shipped throughout the company. We are a progressive family-owned business and we are rapidly growing.

SUMMARY: We are looking for a careful working forklift supervisor train and manage forklift operators; this will be a working supervisor and will be required to move packages and material around our facilities. Operate a forklift with the utmost care to ensure efficiency and safety. Drive around warehouses, storage spaces and other areas in the facility. Must be a responsible individual with great experience in driving forklift vehicles. The goal is to ensure all forklift operators are trained and material and products will always be at the right place to achieve maximum efficiency with safety always in mind.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Train and supervise forklift operators.
- Communicates effectively verbally and in writing.
- Collect and maintain all of the pre-operational checklist forms for forklifts for audit purposes.
- Ensure all drivers are trained on the specific procedures for each position.
- Ensure all forklift drivers have been properly trained under OSHA regulations (29 CFR 1910.178).
- Maintain all records and ensure forklift certifications are up to date.
- Work with the warehouse manager to create a monthly schedule on forklift drivers.
- Schedule maintenance on all forklifts e.g., Bendi, pallet riders, etc.
- Assist Warehouse Manager on workflow and daily planning.
- Responsible for accurately and efficiently stocking products by utilizing the forklift to receive products into the warehouse.
- Follow established safety standards for proper food handling.
- Process inbound/outbound pallet tracking forms with the quantity of the pallet and the time it entered the Production Room.
- Verify and input inventory control paperwork.
- Unload materials and merchandise and stack them to assigned places
- Locate and move stock of products to pallets or crates for storage or shipment
- Identify damages and report shortages or quality deficiencies
- Transport raw materials to production workstations
- Inspect machinery to determine the need for repairs and guarantee safety by performing regular maintenance
- Keep updated records of inventory and activity logs

- Comply with company policies and legal guidelines
- Help maintain a safe and orderly environment of the facilities
- Performs other related job duties as assigned or required.

REQUIRED QUALIFICATIONS: (Please document your education/experience on your resume in detail:

- High School Diploma or GED
- One year of warehouse forklift experience with Forklift drive-in racking experience
- Previous supervisory or training experience

PREFERRED QUALIFICATIONS:

- Warehouse Manufacturing System (WMS) program experience a plus
- Strong supervisory and leadership skills
- Thorough understanding of forklift operations, procedure and policies
- Basic computer skills to maintain inventory and reports

WORK SCHEDULE: 40+ hours a week - Must be flexible and able to work nights, weekends, overtime to meet the needs of the company.

CERTIFICATES, REGISTRATIONS, AND LICENSES:

Forklift certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Attention to detail and familiarity with industrial equipment
- Excellent physical condition and coordination
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to work with basic mathematical concepts such as add, subtract, multiple, and divide.
- Must demonstrate good problem-solving skills.
- Ability to work in a fast-paced environment. When necessary run the cardboard baler, bale the bundle of boxes, and remove bale from the cardboard compactor.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear. This position requires the employee to be sitting 90% of the work time.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to freezer conditions and a loud to moderate noise level.

HOW TO APPLY: Submit your completed application/resume to **ATTN:** Kathy Ruiz, TR Toppers, Inc., 320 Fairchild Avenue, Pueblo, CO 81001 or via **Email** KathyR@trtoppers.com

JOB TYPE: Full-Time

PAY RATE: \$21.65 per hour DOE

CLOSING DATE: This position will be open until filled.

COVID-19 Precautions:

- All employees are required to have a temperature check and wear a mask upon entrance into the building. Masks must be worn during work hours.

Qualified candidates will receive consideration for employment without regard to their race, color, religion, national origin, sex, sexual orientation, gender identify, protected veteran status or disability.

EEO AA M/F/VET/DISABILITY
