



**CGL Manufacturing is a prime manufacturer of machined parts, components, weldments, fabrication, and complete assemblies of the highest quality. We will work towards offering the highest quality through a strong lean orientation and outstanding customer relations, both internally and externally, in everything we do. Nothing supersedes this overall goal.**

**JOB DESCRIPTION:           Material Handler**

**REPORTING TO:             Production Supervisor**

**POSITION SUMMARY:** Reporting to the Production Supervisor, the incumbent is responsible to move materials, skids, boxes, and all other items required at the workstations for processing.

**PRIMARY RESPONSIBILITIES:**

- Answer “lift truck request lights” at the work stations.
- Bring material for processing to the workstations.
- Take processed parts from the workstations to the appropriate areas.
- Supply workstations with skids, boxes or packaging for materials that have been processed.
- Empty garbage containers throughout plant.
- Empty steel chip containers as required
- Keep warehouse safe and orderly
- Maintain stock locator cards for raw and work in process warehouse
- Inspect and report daily any problems with fork lift.
- Other duties as required.

**DESIRED EXPERIENCE/ QUALIFICATIONS:**

- Completion of secondary school or equivalent.
- 2 years lift truck operator and/or warehouse experience
- Forklift license

**OTHER PREFERRED SKILLS:**

- Very hands on attitude
- Incumbent must be safety conscious, as well as dedicated and reliable.
- Self-motivated, adaptable, self-starter who can work well both independently and as part of a team.
- Keen attention to detail with an emphasis on accuracy and presentation

**HEALTH AND SAFETY RESPONSIBILITIES:**

- Follow policies and procedures put in place for employee safety and in compliance to the OHSA
- Ask supervisor if unsure of task or duty assigned
- Report unsafe conditions and potential hazards to supervisor
- Wear and maintain proper PPE required for the task
- Do not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Do not use or operate any equipment or work in a way that may endanger any worker
- Report any hazards or contraventions of the OHSA