

## Forklift Driver

### The Company

Here at Encore Glass, we are dedicated to providing the best service and highest quality products in the industry. Forty plus years ago, we began sterilizing and recycling bottles for Northern California wineries (letting the bottles perform an 'encore'). As we learned more about the needs of the vintners we serve, we expanded to import and distribute glass and expanded to offer services like custom printed boxes, decorated bottles, and custom molds. Millions of cases later, we are still led by the same family and the same values for our customers and our employees.

We empower you to make decisions and seek out the information necessary to help support our warehouse operation. We are looking for two forklift drivers to support our repack and receiving departments. Our drivers work in a fast-paced environment skilled at operating their forklifts for multiple stacks of glass bottles.

If you are looking for a role where you get to think fast on your feet, juggle multiple priorities at once while excelling at organizing and prioritizing your tasks, this is the place for you!

### What you will be doing/The Role:

- Safely stacking and unstacking large quantities of goods onto pallets and onto each other for storage
- Moving goods from storage areas to loading areas for transport
- Unloading deliveries and safely relocating the goods to their designated storage areas after ensuring configuration and spec compliance
- Processing reconfigurations (i.e. downstack) of product using various forklift attachments or via handpicking prior to storage or outbound
- Ensuring that forklift driving areas are free from spills or obstructions
- Regularly checking forklift equipment for faults or damages
- Using industrial plastic wraps and wooden pallets to safely stack and package goods for transport
- Keeping up to date on health and safety requirements and forklift operating procedures
- Consolidating partial pallets for maximum warehouse utilization
- Maintaining an awareness of surroundings to ensure safety of self and peers
- Accurate record keeping at inventory row tags and work order documentation
- Performing cycle counts and inventory audit assistance
- Removing and addressing damaged product
- Removing or adding dunnage materials to loads
- Attend special trainings and meetings as warranted
- Perform other duties and special projects as needed and assigned

Your proactive approach, athleticism and strong organizational skills will help you to be successful in this role.

### Why Encore?

- We care about our employees – you are our biggest asset – we celebrate your milestones and success! From our service hero award, to Employee of the Month, to Above & Beyond and fun winter and summer activities!
- We are committed to employee development and growth – when you succeed we succeed!

- We offer a competitive base salary and benefits package with a generous 401k matching program.
- We have been around for over 40 years and continue to have exciting opportunities on the horizon.

**MINIMUM REQUIREMENTS:**

- High School diploma or equivalent
- Basic math skills
- A minimum of 2 years driving forklifts in a warehouse environment, wine industry a plus □ Effectively and professionally communicates with others □ Moderate physical exertion, capable of lifting up to 35lbs.
- Ability to work in a warehouse environment, subject to seasonal temperature changes and noise □ Bi-Lingual (Spanish) preferred
- Self-motivated, requires infrequent direct supervision or guidance
- Team player mentality
- Good attitude, able to precisely follow written procedural documents, learn new processes, and accept direction from others
- Able to work after hours and on weekends when necessary
- Strong attention to detail and ability to work in a fast-paced environment

Encore Glass is an equal opportunity employer. For more information, please visit our website at [www.encoreglass.com](http://www.encoreglass.com)

If you are interested in joining the Encore family, please reply to this ad at [careers@encoreglass.com](mailto:careers@encoreglass.com) and include your cover letter and resume. The salary range for this position is \$18.00 - \$20.00 per hour.