

Position Profile:

The purpose of a Material Mover is to ensure delivery of job materials to the line/staging area for production or assembly. The role also returns excess materials to proper storage areas. The Material Mover is also responsible for preparation of materials that require mixing, dilution, heating, or other physical preparation in order to be used for production or assembly.

Work Responsibilities:

- Use forklift, power jack and/or pallet jack to move materials to staging areas. Stage raw material in the designated area, provided by the supervisor, for the production line to operate uninterrupted.
- Count and return unused materials to the proper storage areas or staging areas for return to other locations
- Remove pallets from production/shipping floor
- Load production line wax tanks
- Prepare liquid fill product mixtures
- Prepare votive wax tanks
- Ensure oil storage area is kept safe, tidy, and ready for daily use

Driver Duties:

- The Material Mover may be assigned responsibility for transporting materials between locations.
- This assignment includes operating a box truck on a local route to ensure the timely delivery of all raw materials and finished goods to meet scheduled production and shipping activities.

General Responsibilities:

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend or after-hours work to meet seasonal deadlines.

Performs other work as assigned.

Minimum Qualifications

- High School Diploma or Equivalent
- One Year of experience in a warehouse or production environment
- Forklift Driver Certification
- Current Driver's License and ability to pass driving background check

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Microsoft Word, Outlook

Core Competencies:

- Ability to safely operate a forklift, pallet jack and box truck.
- A strong attention to detail and accuracy.
- Strong math skills – ability to multiply, add, subtract, divide – works with fractions, weight and metrics.

- Strong problem-solving skills.
- Ability to quickly adapt to shifting priorities and manage multiple tasks simultaneously.
- Ability to work in a team environment.
- Ability to maintain and protect company proprietary information
- Ability to maintain a strong and consistent attendance history.

Travel Requirement:

- 0%

Working Environment and Physical Demands:

- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts and areas where equipment/product reaches high temperatures.
- The employee is regularly exposed to dusty conditions.
- The employee is regularly exposed to varying temperature levels.
- The employee is regularly exposed to high noise environments.
- Ability to lift 25 pounds regularly, 10 lbs. repetitively and 50 lbs. occasionally.
- Ability to safely drive forklift & warehouse equipment.
- Stamina/endurance to perform physical functions of job throughout the day.
- Ability to stand for hours at a time, bending, twisting, turning on a constant basis
- Using hands and arms in handling, installing, forming, positioning, and moving materials, or in manipulating things.
- Periods of stress may occur