



<b>Job Title:</b>	Shop Helper	<b>Department:</b>	Service
<b>Type:</b>	Non-Exempt	<b>Reports To:</b>	Shop Foreman

**Job Purpose:**

Assist with various duties around the forklift repair shop.  
Learn repair processes and procedures  
This is an entry level position with a path for advancement to Shop Technician

**Essential Duties and Responsibilities:**

- Load and unload delivery trucks
- Empty Trash cans
- Pick up trash on the grounds
- Sweep/Clean floors as needed
- Assemble various types of manual equipment, pallet jacks, hand trucks, etc.
- Assist technicians in repairing equipment
- Deliver and pick up parts and supplies for technicians and vendors
- Steam Clean Forklifts and prep for delivery to customers
- Fill LP tanks

**Other Duties and Responsibilities:**

- Any other duties as assigned by management.

**Qualification Requirements:**

- Entry-level position excellent for someone interested in learning forklift repair and maintenance.
- Must have a valid driver license and a clean DMV history with less than 2 violations.
- Positive Attitude.
- Must be able to push, pull, lift or move up to 50 pounds.

**Employment Disclaimer:** *To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. This job description is not a contract. Management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the American with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.*