Job Title: Forklift Operator                         Department: Operations
Reports to: Shift Supervisor                         Effective Date: 9.23.2022

Job Summary:
A Forklift Driver, or Forklift Operator is responsible for operating forklifts and moving goods around warehouses and other industrial sites. Their duties include using forklifts to unload deliveries, stacking product for storage and moving materials and pallets around the warehouse.

Duties/Responsibilities:

• Must follow GMP’s, safety guidelines and adhere to all safety rules
• Processing and assisting with all inbound and/or outbound stocking, picking, and packing as required by the production schedule, as well as performing additional warehouse functions
• Responsible for ensuring inbound and outbound shipments are accurate and free of damage and reporting on any and all deficiencies and shortages
• Maintain the facility’s equipment and materials in a neat, clean, and orderly fashion
• Responsible for recharging batteries
• Assisting with inventory accuracy on work floor by cross checking products and informing management of any discrepancies and supplying materials to production lines as needed
• Candidate must be able to accurately pick, pull, and prepare required products from the warehouse for production or shipments
• Maintain the facility’s equipment and materials in a neat, clean, and orderly fashion
• Daily inspection of trucks
• Responsible for recharging batteries

Education and Experience:
High school diploma or General Education Degree (GED)
1-3 years’ experience driving a forklift
Must possess good math/measurement skills
Past experience working in Warehouse or Manufacturing Facilities
Strong multi-tasking skills and great attention to detail with follow through
Ability to work well under pressure

Physical Requirements:
Must be able to remain in a stationary position on a powered industrial forklift for extended periods of time; Ability to assess weights and judge distances and heights

Must be able to lift up to 50lbs to remove freight from or place freight in commercial dry vans or truck
Requires adjusting body position to bend, stoop, stand, walk, turn, pivot and stand for long periods of time

This is a warehouse environment where frequently this position will be exposed to cold, hot and changing temperatures; will constantly experience noise at medium level not damaging or loud enough to require protective equipment; will frequently be exposed to dust, dirt and changes in lighting