Example of Fork Lift Operator Job Description

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Our company is looking to fill the role of fork lift operator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for fork lift operator

- Supply correct components, raw materials, and in-process goods to assembly operators for production
- Maintain clean, safe work area according to the 5S standards
- Take responsibility for own work
- Audit work-in-process inventories and verify accuracy
- Organize materials within department for easy access
- Audit all material containers used in specified areas for cleanliness and repair
- Make random individual component checks for inventory purposes
- Timely and accurate loading and unloading of route delivery trucks
- Stand up, Cherry Picker, Man Up experience is needed but is willing train if you have one or the other
- Perform routine pre & post inspections on equipment as per instructions

Qualifications for fork lift operator

- Ability to be held accountable or answerable for one's conduct and be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative
- Skilled at operating forklifts, scales, SAP hand held device and all other equipment for position
- Licensed Fork Truck Operator
- Must know how to handle hazardous chemicals and hazardous waste properly

- Must be able to work overtime when required (including weekends) and flexible work schedules