



## Example of Forklift Job Description

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Our growing company is looking for a forklift. 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 forklift

- Assist in filling order requisitions, work orders, or material requests
- Picking, Packing, Shipping, Receiving and staging
- Load and unload food items
- Driving sit-down forklift
- Using RF scanner to scan items
- General labor assigned tasks
- Receives orders through supervisor from prepared and prioritized work tags
- Utilize RF scan guns to pick orders
- Operate a forklift to load and unload trucks and move material in the warehouse or plant
- Stage finished products

### Qualifications for forklift

- Ability to package, label, load/unload Hazardous Materials and Hazardous Waste, sign Hazardous Waste manifests, and serve the facility as an Emergency Coordinator
- A minimum of 6 months to 1 year of previous Forklift Operating experience is required
- Possess the ability to stand on your feet for up to 12 hours a day
- Willing to submit to both a background check drug test
- Can commit to working Mandatory Overtime, including weekends (Saturday

- Pick and assemble shipping orders in accordance with instructions specified on customer order