



# Example of Warehouse Forklift Operator Job Description

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Our innovative and growing company is looking for a warehouse forklift operator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for warehouse forklift operator

- Operating sit down forklifts daily
- Warehouse work - lifting, wrapping, palletizing
- Packaging product and preparing it for shipment
- Stays compliant with all OSHA related guidelines that are within the scope of our business and completes all required safety training
- Load trailers with the correct product, in the correct quantities, in a timely manner
- Load product in a manner that will cause it to reach the customer in good condition
- Pull product off of production line and properly stock merchandise in the warehouse
- Rotate stock accurately by code date
- Accurately count and receive finished and packaging material
- Mark receivers, showing number of cases received and other information

## Qualifications for warehouse forklift operator

- Will be exposed to extreme temperature changes and noise
- Working in freezer which is approximately 35 degrees
- Exposed to fall hazards
- Must have good time management and organization skills

- Ability to read, write, and perform simple arithmetic computations involving addition, subtraction, multiplication, and division of whole numbers and addition and subtraction of decimal and fractional numbers