



Forklift Operator – Job Description

Position: Forklift Operator

Department: Warehouse / Production

Employment Type: Full-Time

Industry: Manufacturing / Warehouse

Position Summary

The Forklift Operator is responsible for safely operating a forklift to move, load, unload, and stage materials throughout the warehouse and production facility. This position helps ensure materials are delivered to the appropriate areas efficiently while maintaining a strong focus on safety, accuracy, and productivity.

Essential Duties & Responsibilities

- Safely operate a sit-down forklift, as required.
- Load and unload trucks, trailers, and containers.
- Move raw materials, finished products, pallets, and supplies throughout the facility.
- Stage materials for production, shipping, and receiving.
- Verify product quantities, labels, and material information before moving or staging products.
- Safely stack and store materials in designated locations.
- Assist with shipping and receiving activities.
- Perform daily forklift inspections and report any mechanical or safety concerns.
- Follow all company safety procedures and forklift operating guidelines.
- Maintain awareness of pedestrians, equipment, and surrounding work areas.
- Keep warehouse and loading areas clean and organized.
- Assist with inventory control and material counts as needed.
- Complete required paperwork and documentation accurately.
- Communicate with warehouse, production, and management teams regarding material needs or concerns.
- Follow all PPE, GMP, OSHA, and company safety requirements.
- Perform additional warehouse and material-handling duties as assigned.