

## **Job Description**

### **Forklift Operator**

#### **General Description and Objectives**

Forklift operator is an individual who operates an industrial forklift to move material to/from machines and to load/unload truck trailers. They are accountable for general inspections of forklifts, keeping the machine operational by supplying raw materials and taking away finished product. Forklift operators will implement RF scanners to control material movement within our inventory system.

#### **Key Responsibilities**

- Scan material in/out of inventory. Working knowledge of IQMS system a plus.
- Ability to safely operate a clamp truck, scissor lift, and forklift
- Keep production levels working efficiently by moving material and supplies using a forklift
- Moving materials/supplies to pallets, containers, trucks etc.
- Critical thinking skills to solve problems as they arise
- Weigh material and record information
- Ability to operate a wrapper machine.
- Perform pre-shift inspection of lift trucks to ensure overall safety and efficiency
- Perform routine pre and post inspections to ensure suitable shipping/receiving condition of material.
- Stack material in a safe and efficient manner
- Ability to organize material and plan incoming material
- Ability to load/unload trailers with minimal damage to product.

#### **Job Requirements**

- Must be 18 or older
- Strong work ethic
- Team Oriented
- Reliable
- Ability to communicate effectively in a diverse work environment
- Willingness to learn and desire to achieve
- Previous forklift experience in a manufacturing environment; 1+ years' experience
- Ability to operate scanners for inventory control
- Self-motivated person who can work with limited Supervision.
- Able to follow instruction as directed by the Shift Lead person.