

Warehouse worker job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a warehouse worker to pick, pack, ship, and receive orders accurately and safely so our customers get what they need on time.

What you'll do

- Pick and pack orders accurately using handheld scanners.
- Receive, inspect, and put away incoming shipments.
- Load and unload trucks and containers.
- Label, wrap, and stage outgoing shipments.
- Count inventory and report damaged or missing items.
- Keep work areas clean, organized, and safe.
- Follow safety procedures and use protective equipment.
- Meet productivity and accuracy targets.

What you'll need

- Ability to lift up to [50] pounds and stand and walk for the full shift.
- Ability to work [shift] including weekends and overtime when needed.
- Basic math and reading for labels and orders.
- Minimum age of 18 to operate powered equipment.

Nice to have

- Previous warehouse or distribution experience.
- Forklift or pallet jack certification.
- Experience with a warehouse management system.

Skills

Accuracy, Speed, Safety awareness, Teamwork, Reliability, Physical stamina.

Physical demands and work environment

Warehouse or distribution center, which may not be climate controlled. Requires lifting, bending, reaching, and standing for the full shift.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$19.35 (BLS OEWS, May 2025, SOC 53-7062, Laborers and freight, stock, and material movers, hand).
- Median annual equivalent: \$40,250 (hourly median x 2,080 hours).
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

Warehouse workers are nonexempt. California, Washington, New York, Minnesota, Oregon, and Illinois have warehouse worker protection laws that require employers to disclose productivity quotas in writing and prohibit quotas that interfere with meal breaks, rest breaks, or bathroom use. OSHA requires training before anyone operates a forklift or other powered industrial truck, and workers under 18 can't operate them under federal child labor rules.

How to customize it

- State the shift, hourly rate, and any shift differential.
- Say how productivity is measured and shared.
- Be clear about lifting weight and temperature.
- Mention whether you train forklift drivers.

Interview questions

1. Tell me about a time you had to keep up with a demanding pace at work.
2. What would you do if you noticed a safety hazard?
3. How do you make sure you pick the right item every time?
4. Are you comfortable working [shift] and weekends?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.
- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.

- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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