



## POSITION DESCRIPTION

<b>Position:</b>	Forklift Driver
<b>Department:</b>	Production
<b>Reports to:</b>	Production Supervisor or Logistics Supervisor
<b>Direct Reports:</b>	NIL
<p style="text-align: center;"><b>Our Vision:</b></p> <p style="text-align: center;"><i>“To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability”</i></p> <p><b>We value:</b></p> <p><b>Teamwork:</b> We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p><b>Leadership:</b> We lead ourselves and we lead others to deliver our vision.</p> <p><b>Passion:</b> We are passionate about Flavorite and we are dedicated to growing high quality, fresh produce.</p> <p><b>Reliability:</b> We can be relied upon to do what we say we will do and what we need to do.</p> <p><b>Ethics:</b> We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p>	
<b>Position Purpose:</b>	
The Forklift Driver is responsible for undertaking tasks to ensure client orders are delivered to deadline and quality specifications.	
<b>Key Result Area:</b>	<b>Specific Tasks:</b>
<b>Production Operations</b>	<ul style="list-style-type: none"> <li>• Undertake daily forklift check</li> <li>• Operate forklift to load and unload materials</li> <li>• Perform all actions associated with the forklift daily running sheet</li> <li>• Report fruit issues that impact on order delivery to the Supervisor</li> <li>• Assist with the organisation of setup and completion of packing</li> <li>• Assist with packing poor quality fruit and any other production that requires extra work</li> <li>• On a daily basis ensure the pack house and all equipment is left clean and tidy and in good working order</li> <li>• Undertake cleaning and housekeeping duties as required</li> <li>• Report all issues to the Departmental Supervisor</li> <li>• Undertake general maintenance as required</li> <li>• Other tasks as required</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• All loads are counted and documented accurately</li> <li>• All receival / dispatch paperwork is completed as per procedure</li> <li>• Completed orders to be entered into load sheet</li> <li>• Notify supervisors of maintenance issues</li> </ul>

Position Number: 027	Revision Date: 10 August 2015	v3
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	<ul style="list-style-type: none"> <li>• Scan activities correctly using FlavorFind</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Report near misses and potential hazards</li> <li>• Report all incidents involving injury to HR Manager and Production Manager</li> <li>• Be an advocate for OH and S compliance</li> <li>• Adhere to all Health &amp; Safety policies and procedures</li> </ul>
<b>Person Specification:</b>	
<b>Mandatory Qualifications / Skills:</b>	<ul style="list-style-type: none"> <li>• Forklift Licence</li> <li>• Mechanical aptitude</li> </ul>
<b>Desirable Qualifications / Skills:</b>	<ul style="list-style-type: none"> <li>• Previous packing experience</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Safety orientation</li> <li>• Quality orientation</li> <li>• Good communication skills</li> <li>• Able to follow instructions</li> <li>• Team player</li> </ul>

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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