



POSITION DESCRIPTION

Position:	Forklift Driver
Department:	Production
Reports to:	Warehouse Supervisor
Direct Reports:	NIL
<p style="text-align: center;">Our Vision:</p> <p style="text-align: center;"><i>"To be an Australian family business sourcing and marketing high quality fresh produce".</i></p> <p>We value:</p> <p>Teamwork: 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>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavorite and we are dedicated to sourcing and marketing high quality, fresh produce, in partnership with our suppliers.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility and accountability in all we do.</p>	
Position Purpose:	
The Forklift Driver is responsible for undertaking tasks to ensure all inbound and outbound goods are received and despatched according to quality and procedural specifications.	
Key Result Area:	Specific Tasks:
Warehouse Operations	<ul style="list-style-type: none"> • Operate forklift to load and unload material • Perform all actions associated with inbound and outbound goods • Assist with the organisation and setup of work loads for the production team • Check off and balance the daily load sheet • Complete all documentation in relation to inbound and outbound goods • Ensure Quality standards meet customer and warehouse requirements • Undertake forklift daily checks • Participate with cleaning and housekeeping duties • Other tasks as required
Administration	<ul style="list-style-type: none"> • Ensure all loads are counted and documented accurately • Ensure all inbound and outbound paperwork is completed correctly inline with procedure
Workplace Health & Safety	<ul style="list-style-type: none"> • Ensure forklift safety rules and regulations are followed • Maintain clean and efficient production areas • Report near misses and potential hazards • Adhere to all Workplace Health and Safety policies • Report all incidents involving injury to Supervisor • Be an advocate for OH & S compliance
Position Number: PD006	
Revision Date: 2 December, 2015	
Position Name: Forklift Driver	
Reviewed by: D. Robson	



POSITION DESCRIPTION

Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none">• Previous warehouse experience• Current Forklift Licence
Desirable Qualifications / Skills:	<ul style="list-style-type: none">• Exposure to FMCG environment
Personal Attributes:	<ul style="list-style-type: none">• Safety orientation• Quality orientation• Good communication skills• Able to follow instructions• Team player

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.

Position Number: PD006	Revision Date: 2 December, 2015
Position Name: Forklift Driver	Reviewed by: D. Robson