



## POSITION DESCRIPTION

<b>Position:</b>	Logistics Forklift Driver
<b>Department:</b>	Production
<b>Reports to:</b>	Production Logistics Supervisor
<b>Direct Reports:</b>	NIL
<b>Our Vision:</b>	
<i>“To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability”</i>	
<b>We value:</b>	
<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.	
<b>Leadership:</b> We lead ourselves and we lead others to deliver our vision.	
<b>Passion:</b> We are passionate about Flavorite and we are dedicated to growing high quality, fresh produce.	
<b>Reliability:</b> We can be relied upon to do what we say we will do and what we need to do.	
<b>Ethics:</b> We have the highest ethical standards and value honesty, responsibility, accountability in all we do.	
<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>Logistics Operations</b>	<ul style="list-style-type: none"> <li>• Complete daily forklift check sheet</li> <li>• Operate forklift safely</li> <li>• Notify your supervisor of maintenance issues</li> <li>• Load and unload trucks</li> <li>• Satisfy packing room’s daily stock requirements</li> <li>• Wrap, card and label orders to suit customer’s requirements</li> <li>• Undertake housekeeping and cleaning duties as required</li> <li>• All incoming and outgoing goods are checked and recorded accurately</li> <li>• Other tasks as required</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• All despatch paperwork is completed as per procedure</li> <li>• Scan activities correctly using FlavorFind units</li> <li>• Other tasks as required</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Report near misses and potential hazards</li> <li>• Report to your Manager any incident that may compromise food safety</li> <li>• Report all incidents involving injury to Supervisor</li> <li>• Be an advocate for OH&amp;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> </ul>
Position Number: 027	Revision Date: 16/10/2019
Position Name: Forklift Driver	Reviewed by: W.Rothmeier



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<b>Desirable Qualifications / Skills:</b>	<ul style="list-style-type: none"> <li>• Mechanical aptitude</li> <li>• Loading and unloading trucks</li> <li>• Previous logistics 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>
<b>Physical Specifications:</b>	
<b>Physical Demands of role:</b>	<ul style="list-style-type: none"> <li>• Working in a Refrigerated environment – 11 to 15 degrees</li> <li>• Constant sitting in forklift</li> <li>• Frequent requirement to climb on and off forklift.</li> <li>• Frequent and repetitive standing, walking, bending, squatting, neck movement, twisting, and pushing/pulling</li> <li>• Occasional reaching above shoulder</li> <li>• Frequent lifting of various weights and volumes</li> <li>• Continuous gripping action</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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