



POSITION DESCRIPTION

Position:	Forklift Driver / Storeperson
Department:	Wholesale Market - Epping
Reports to:	Wholesale Production Coordinator
Direct Reports:	Nil
Our Vision:	
<i>"To be an Australian family business sourcing and marketing high quality fresh produce".</i>	
We value:	
Teamwork: We consider everyone at Flavorite Marketing as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.	
Leadership: We lead ourselves and we lead others to deliver our vision.	
Passion: We are passionate about Flavorite and we are dedicated to sourcing and marketing high quality, fresh produce, in partnership with our suppliers.	
Reliability: We can be relied upon to do what we say we will do and what we need to do.	
Ethics: We have the highest ethical standards and value honesty, responsibility and accountability in all we do.	
Position Purpose:	
The Storeman/forklift driver is responsible for all market tasks involving consolidation of store orders, rotating stock, restacking, setting up and stock movements within the market perimeters, operating machinery and conforming to all market bylaws to achieve the relevant KPI's and quality requirements.	
Key Result Area:	Specific Tasks:
Market Operations	<ul style="list-style-type: none"> • Consolidate store orders to the details provided on delivery dockets • Ensure deliveries are carried out in efficient / timely manner • Ensure all orders are checked against delivery dockets • Ensure forklifts are washed weekly and fuelled/charged daily • Rotating stock to ensure quality standards are met at all times • Restack appropriate orders onto plain pallets • Actively retrieve and monitor outstanding pallets from customers with the market • Any damage caused / observed must be reported to Wholesale Market Supervisor • Ensure that the wholesale trading store is kept clean, neat & tidy
Administration	<ul style="list-style-type: none"> • Ensure all pallet records are delivered to Wholesale Market Supervisor daily prior to leaving. • Support Wholesale Market Supervisor to maintain accurate records
Workplace Health & Safety	<ul style="list-style-type: none"> • Ensure notification of any equipment malfunction to Wholesale Market Supervisor • Respect and use for intended manner all company property • Maintain clean and efficient production areas • Report near misses and potential hazards • Adhere to all Workplace Health and Safety polices
Position Number: PD009	Revision Date: 28 August 2018
Position Name: Storeman/Forklift Driver	Reviewed by: G. Nichol



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	<ul style="list-style-type: none"> • Report all incidents involving injury to Wholesale Market Supervisor • Be an advocate for OH & S compliance
Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none"> • Current and valid forklift licence • Current and valid car drivers licence • Good fitness level with the ability to undertake physical and repetitive work required by the role
Desirable Qualifications / Skills:	<ul style="list-style-type: none"> • Previous experience working in market environment • Produce / Food handling background • Customer service experience
Personal Attributes:	<ul style="list-style-type: none"> • Well developed communication skills • Motivation and Initiative • Able to follow procedures and instructions • Team player • Punctual • Reliable • Stable and mature outlook • Good personal hygiene

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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