

## POSITION DESCRIPTION

**Job Title:** Forklift Operator – Coolstore

**Department:** Post Harvest

**Location:** OPAC

**Reports to:** Coolstore Manager

### ROLE OBJECTIVE

To operate a forklift within the guidelines of Seeka and OSH requirements ensuring that all product in the cool stores is handled in accordance with company procedures and protocols.

### KEY RESPONSIBILITY: Forklift Operation

#### DUTIES

- Ensure timely movements/transfers of inventory to meet shipping orders or to other stores.
- Ensure pallets correctly identified and located utilizing necessary equipment. (Scanners)
- Loading / offloading bins / product / packaging ensuring minimal delays and ensuring no down time to production / packing process.
- Stacking Bins / packaging in a tidy manner and in designated areas remaining within OSH guidelines.
- Maintain high standards of care for fruit while in coolstorage to ensure all quality requirements and protocols in accordance with Seeka's best practice are met.
- Forklift and pallet trolleys are operated in accordance with OSH and Company Policies, which ensure safe operation and forklift maintenance checks are completed
- Ensure all cool stores are maintained in clean, tidy and safe working environment.
- Ensure necessary documentation is completed accurately
- To assist management as required ensuring all operational objectives of the coolstore are achieved.
- Assist at other coolstore locations as required
- Any other duties as reasonably required

#### KEY MEASURABLES

- Seeka policy and procedures followed at all times
- Demonstrated awareness of health and safety risks and able to ensure own safety at work
- Understanding of effects of any damage caused to fruit/pallets/incorrect placement
- Correct use of equipment

### TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry
- Role specific knowledge: Entry level + experience operating forklifts in a similar environment
- Licences: OSH Cert.
- Process Implementation: Experience implementing company process or policy

## PERSONAL ATTRIBUTES

- Team player: Able to work effectively with others to achieve an optimal outcome
- Flexible/Adaptive/Resilient: Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change.
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business

## SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.

\_\_\_\_\_  
Date:

Signed in agreement by the employee

\_\_\_\_\_  
Date:

Signed on behalf of Seeka Limited