

Position Description



Forklift Operator – Supply Chain

Date	October 2021
Purpose of position	<ul style="list-style-type: none">• The safe and timely receipt and delivery of dairy, timber and other miscellaneous products to and from our stores.• Packing of shipping containers as requested by our customers• Maintaining the upkeep and cleanliness of the stores to adhere to the policies and procedures set by regulatory authorities, our customers and Port Otago.• The operator could be required to work in any of Port Otago Group Warehousing warehouses in Port Chalmers, Sawyers Bay or Dunedin.
Reports to	<ul style="list-style-type: none">• Warehouse Manager (Dairy)• Dunedin Bulk Port Manager• Warehouse Supervisor (MDF)• Warehouse Supervisor (Sawyers Bay)• Cold Store Supervisor• Depot Supervisor (Mosgiel)
Key Relationships	<ul style="list-style-type: none">• Warehouse Manager (Dairy)• Dunedin Bulk Port Manager• Warehouse Supervisor (MDF)• Warehouse Supervisor (Sawyers Bay)• Cold Store Supervisor• Depot Supervisor (Mosgiel)
Direct Reports	<ul style="list-style-type: none">• Nil

Core Responsibilities

Health & Safety	<ul style="list-style-type: none">• Takes responsibility for own and others safety.• Follows guidelines and procedures.• Reports and escalates H+S issues appropriately (everybody's responsibility in every situation.)• Report all incidents accident and near misses accurately and in a timely fashion.• Participates in induction and on-going training programmes.• Ensure strict adherence to safety standards, statutory and legislative requirements, & Port Otago policies and procedures.• Comply with work area PPE requirements.• Follow the "My Safety Assessment" personal task hazard process.
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	<ul style="list-style-type: none"> • Responsible for ensuring a safe workplace and adherence to good housekeeping practices. • Attendance & involvement at all Health and Safety meetings. • Support safe behaviours through the Port Otago random drug & alcohol process.
Customer Service	<ul style="list-style-type: none"> • Display a mature and positive attitude towards customer service. • Contribute to achieving 100% accuracy within the store to ensure we keep our trademark of world class customer service. • Promote a positive focus and contribute productively and collectively towards achieving a high standard of customer service.
Operational Procedures	<ul style="list-style-type: none"> • Be familiar with the receipt, delivery and storage of timber, dairy and other miscellaneous import/export products. • Monitor storage methods. Ensure rows are being stacked at the correct heights with the appropriate gaps in between rows. Ensure the row cards are legible and accurate. • In consultation with the Warehouse Supervisor (MDF), Dunedin Bulk Port Manager or Warehouse Manager (Dairy) co-ordinate consolidation of orders from the planning board as per the customers instructions to ensure deadlines are met. • Ensure that the correct labels and stamps are being used for the dispatch of product as per the order instructs. • Ensure the correct containers are being used for the dispatch of product as per the order instructs. • Adhere to the operational procedures within the store and promote a consistent standard of receipt, delivery and storage of product. • Are expected to be familiar with the stock data base systems
Health & Safety and Team Focus	<ul style="list-style-type: none"> • Develop a positive, respectful working relationship with all team members. • Actively promote company policies of Health & Safety to team members. • Identify and inform management of hazards. • Report all incidents and accident accurately and in a timely fashion. Where necessary, make positive contributions to accident investigation and injury prevention initiatives. • Operate all equipment in a safe and proper manner. • Have a good knowledge and understanding of dairy procedures as outlined in the Product Safety Program to ensure we are compliant with MPI regulations at all times. • There is an expectation you will promote a team focus, which includes promoting company Health & Safety policies at all times.

Product Dispatch	<ul style="list-style-type: none"> • Liaise with Warehouse Supervisor (MDF), Warehouse Manager (Dairy) or Dunedin Bulk Port Manager regarding orders being despatched to other Stores and Ports as requested. • The Forklift Operators/Warehouse personnel will assist in the organisation of dispatching product for inter-storage transfers or break bulk product.
Team Contribution	<ul style="list-style-type: none"> • Develop open honest and respectful working relationships with all team members and members of the wider management group. • Represents team activities appropriately providing support. • Promote a cohesive and inclusive team culture with colleagues. • Role model for the Port Otago values “The Southern Way”.

Key Performance Measures

Health & Safety	<ul style="list-style-type: none"> • To always have safe work practices and to be a role model for others. • All incidents and accidents are reported promptly and accurately. • All hazards identified are reported immediately. • Zero Harm.
Equipment	<ul style="list-style-type: none"> • Safe, Efficient and productive operation
Accuracy	<ul style="list-style-type: none"> • 100% container and pack accuracy. • Zero rework. • 100% in store stock accuracy.