

SUNFRUIT LIMITED

JOB DESCRIPTION

JOB TITLE

Forklift Driver

PURPOSE

- The Forklift Driver's purpose is to assist the Coolstore Manager by driving the forklift in the yard, bin-dump, packhouse or coolstore.

SPECIFIC DUTIES & RESPONSIBILITIES

Fruit Submissions:

- Ensure that all fruit submitted is accompanied by a Submission Docket, and that all details have been completed correctly.
- Check that number of bins is correct, tick this matches, sign where it says packhouse signature, note date and time.
- Green copy goes in the box provided (or to office) and the yellow copy goes on a clipboard attached to the grower's bins.
- Ensure all bins are individually carded identifying: Grower No., Variety, ESP, Harvest Date and Drench if applicable. Check whether local market or export fruit.
- Inform supplier of any details missing from Submission Docket. Also inform Production Supervisor if details cannot be provided.
- Unload truck and stack bins in shade in their own row in front of the coolstore.
- Check the truck deck for cleanliness. If contaminated (e.g. grease, chemicals) ask the driver to clean it before loading more bins. Put any contaminated bins to one side and ask the Quality Supervisor or Packhouse Supervisor to check them.
- ALL empty bins, crates or pallets coming or going from this site must be accompanied by an Empty Packaging Docket Each forklift operator should carry one on his forklift - white copy for grower and yellow copy for office.

Packaging Deliveries:

- Ensure all packaging deliveries are checked against the Packing Slip and any damaged or non-conforming product is recorded.
- Mark and segregate any damaged or non-conforming packaging, and notify Coolstore Manager or Packhouse Manager.
- Handle packaging with care and place in designated storage areas.

Coolchain:

- Ensure all packed product is stored under cover or coolstored, if not scheduled for despatch.

Coolstore Loading:

- Load bins and pallets into rooms as directed.
- Follow stacking specifications.
- Be aware of fruit segregations and allocated rooms.
- Complete floor plans as rooms are loaded.

Water Dump:

- Liaise with Tally Clerk - only take pallets indicated.
- Ensure bins are placed in water dump in accordance with Daily Production Schedule.
- Check all bin card information - Grower Number, Variety, ESP are the same for all bins being dumped in this run.
- Notify Production Supervisor or Plant Operator when you are coming to the end of a

grower line. DO NOT place the next grower's fruit in the water dump until someone is there to do the grower change.

- Ensure dump sheet is filled out per grower, mark the bins off as they are placed up on stand.
- Remove bin cards from bins before they go into water dump.
- If the bin card is missing, note this on your dump sheet.
- At the end of a grower line, collate dump sheet and bin cards, staple together and place in Documentation Box.
- Ensure a continuous flow of fruit into packhouse.
- Ensure you have a supply of dump sheets.
- Always attach your paperwork to a clipboard, so it doesn't get lost.

Forklift Driving in the Packhouse:

- Ensure correct bins are in place according to daily schedule.
- Ensure a supply of carton outers are placed in lidder's area. Liaise with him during packing to ensure a continuous supply.
- Ensure correct pallets are laid out in stacking area and a continuous supply is available.

Packhouse Documentation:

- Ensure all local market bins have bin cards on and are filled out correctly i.e. grower number, variety, % of fruit in bin and grade.
- Grower change - document all part bins on the grower change; this MUST be accurate.
- Complete Bin Summary Sheet for each grower line - all this documentation to be handed in to tally clerks.

Cleaning:

- Complete cleaning as instructed by supervisor. Daily and weekly cleaning schedules need to be completed and we require all staff to help.
- Do not cross-contaminate cleaning cloths and scrubbers. See induction booklet.
- Regardless of the task, the area must be left clean and tidy, ensuring all fruit and equipment is removed from the area on completion of the job or at the end of the day.

Export Load Outs:

- Liaise with Tally Clerk - only take pallets indicated.
- Load truck or container as directed. Refer Container Loading Procedures.

Bins and Pallet Movement:

- All full bins to be stacked up so they may be moved to coolstore when time allows.
- Full export pallets are to be moved from stacking area in an orderly manner, so strapping and documentation may occur without having to double handle pallets - liaise with tally clerk and strapper.
- Completed pallets - tally clerk will tell you when pallets are to be moved to the coolstore.
- Bins from end of packhouse to be moved out and stacked up as often as possible - work this in with your other duties.

Other Duties:

- Other duties as requested by the Coolstore Manager or Packhouse Manager.
- Any problems with staff, please notify your Manager.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions

given.

- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

- Knowledge of the English Language – at a level that allows the person to effectively communicate in both written and verbal form with team leaders.
- Knowledge of fruit, fruit production, coolstorage and processes involved within a Packhouse.
- Basic knowledge of mathematics.
- Able to maximise production whilst maintaining quality
- Moderate computer skills.
- Excellent forklift driving skills.
- Ability to work under pressure while maintaining accuracy.
- Ability to multitask while still working with high attention to detail.
- Ability to complete tasks in an organised and timely manner.
- Previous Packhouse experiences is preferred.
- Previous forklift driving experience is essential.
- Experience in horticulture industry is preferred.