

<b>JOB DESCRIPTION</b>			
<b>Position</b>	<b>Seasonal Forklift Operator</b>	<b>Division</b>	Rockit Packing Company Ltd
<b>Reporting to</b>	<ul style="list-style-type: none"> <li>• Finished Goods Supervisor</li> <li>• Logistics Manager</li> <li>• Coolstore Leading Hand</li> </ul>	<b>Date</b>	2024 Season
<b>Purpose</b>			
<p>To undertake safe and efficient forklift operations in the pack house, cool stores and finished goods area. To assist the business in every aspect of operating, maintaining and developing the operational efficiency of Rockit Packing Company Ltd.</p>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• To use the RPC equipment safely and when authorised, according to all company and Health and Safety regulations.</li> <li>• Undertake safe and efficient forklift operations in the pack house, coolstore and finished goods areas of Irongate Road and required third party offsite facilities.</li> <li>• Operate the inhouse scanning and data capture equipment for the locating and collection of packaging, bins, and finished stock.</li> <li>• Undertake routine safety and maintenance checks on equipment and report any faults with machinery to management.</li> <li>• Carry out efficiently and effectively other pack house duties as directed by the shift Supervisor. This may include packing apples into tubes, packing tubes into boxes, placing boxes onto export pallets, and general pack house duties.</li> <li>• Carry out other duties requested and allocated to you from your manager. This may include forklift operations in other teams or undertaking roles such as monitoring &amp; changing out juice bins and cleaning of machinery as needed.</li> <li>• Provide assistance as required within other departments of the business.</li> <li>• Ensure all Health and Safety, company and legislative regulations and protocols are carried out at all times.</li> </ul> <p><b>Organisational responsibilities</b></p> <ul style="list-style-type: none"> <li>• Work proactively and collaboratively with all areas of the business to achieve desired business outcomes</li> <li>• Ensure timely preparation of information, reporting and other written documents/materials as required.</li> <li>• Ensure and maintain effective ongoing communication with all stakeholders.</li> <li>• Ensure total confidentiality of employee and company information</li> <li>• Maintain a high standard of performance and commitment to internal and external customer service</li> <li>• Undertake other duties appropriate to the position as required.</li> </ul>			
<b>Key Relationships</b>			
<p><b>Reporting functions and team</b>            Packhouse, Cool store staff, inwards goods, Outwards goods</p>			

### **Key Internal Relationships**

Production and Despatch Team  
Operations team and support functions  
Sales Team – finished goods

### **Person Specification**

- Legally able to work in New Zealand for the duration of the season
- Available to work up to six days per week, including weekends, the start and finish times will vary depending on seasonal fluctuations.
- Hold current driver's and forklift licenses required for operation of pack house machinery.
- Operate forklifts according to safety procedures and RPCL and manufacturer's operating procedures for the equipment and vehicles.
- Be accurate and have good attention to detail.
- Be cooperative and a positive team member.
- Be efficient and timely in work execution.
- Be reliable and conscientious.
- Able to follow and carry out documented work instructions.
- Work unsupervised upon completion of documented training.
- Adhere to food safety, hygiene and Health and Safety protocols.

### **Health and Safety**

- Actively promote a positive health and safety culture
- Role model best health and safety practice
- Ensure all company Health and Safety policies and legislative regulations and protocols are always carried out
- Ensure all equipment is only used by authorised and trained staff, and is used safely according to all company and Health and Safety regulations
- Ensure company equipment is used responsibly, according to manufacturer's specifications

### **Team Values**

Proactively demonstrate RGL's values in all work and internal and external interactions:

#### **Action Over Words**

At Rockit we've never been about the talk; it's always been about the doing. Doing things that nobody thought was possible.

#### **Unstoppable Passion**

We use a simple formula; passion in the work, unbridled ingenuity and backing ourselves. We believe the world would be a better place if everyone rocked it with us.

#### **Doing Things Differently**

Doing things differently has always been part of our DNA, and it's what saw us take a punt on the world's smallest apple and turn it into a big New Zealand success story.

#### **He Toa Takitini**



Ehara taka toa, te toa takitahi, he toa takatini kē  
Uniting all cultures, as we strive to make a difference within our communities and in all aspects of our environment, while being true to ourselves

**Employee Signature:**