

Role Title: Forklift Operator/Yards Person
Reporting to: Logistics Supervisor
Status: Logistics Team Member

Expectations of the Role

- To always act in a responsible and safe manner.
- Manoeuvring forklifts* safely in busy industrial environment.
- To carry out daily checks on the forklift/s* using the attached form (CB 07/12/21). Completed forms should be filed in the logistics office area.
- To report any faults/defects to the Dispatch and quality Supervisor.
- When not in use the forklift keys* should be removed from the ignition and returned to the office or kept on the operators person.
- Load or unload materials from supplier's vehicles as required.
- To check the Quantity and Quality of goods received with the delivery paperwork reporting any shortages to the Procurement Supervisor.
- To move goods received to the correct department and assist in the storage of said goods.
- Perform general clean-up tasks to keep work area clean and free of excess debris.
- To assist the Dispatch team in the loading of delivery vans. (Manual or Mechanical).
- To ensure the yard is clean and tidy.
- To advise when the rubbish skips are full. (Need changing).
- To assist members of the Production team as required.
- Observe and comply with environment, health, and safety procedures.
- Consulting, working, and coordinating with managers, supervisors, and employees regarding unloading and loading operations.

** Forklift Truck Operations qualification advantageous but not necessary as FLT training will be offered as part of the role.*