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| **Position Title** | **General Forklift Driver** |
| **Company** | CAJ van der Voort Packhouse |
| **Employee Status** | Seasonal Position |
| **Reports to** | Post-Harvest Manager |

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| **Position Summary** | Provide forklift support to Fruit packing area, managing and printing bin tickets. |

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| **Key Result Area** | **Responsibilities / Typical Activities** | |
| **Strategic** |  | |
| **Operations** | * Check water/fuel/electric batteries and visually check for oil leaks and potential hazards on Despatch Forklifts at the start of each day. * Manage Bin feeders, labelling replacing full bins, placing full bins in appropriate storage. * Bring packaging material into packhouse as required * Print Bin Tickets for Growers as required. * Keep work area clean and tidy * Be prepared to assist is other areas as required. | |
| **People Leadership** |  | |
| **Financial Management** |  | |
| **Quality Systems** |  | |
| **Health & Safety** | * Follow CAJ van der Voort Health and Safety requirements. * Report all identified hazards to management. | |
| **Security** |  | |
| **Customer Service / Relationship Management** |  | |
| **Education and Experience** | | |
| **Technical Skills**  **Competencies** | * Hold a current Forklift Drivers Certificate * Forklift driving experience is desirable. | |
| **Key Relationships** | | |
| **Internal** | | **External** |
| Post Harvest Manager | |  |
| Materials Team Leader | |  |
| Coolstore Operator Inwards/Outwards Good | |  |
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