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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.
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| **People Leadership** |  |
| **Financial Management** |  |
| **Quality Systems** |  |
| **Health & Safety** | * Follow CAJ van der Voort Health and Safety requirements.
* Report all identified hazards to management.
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| **Security** |  |
| **Customer Service / Relationship Management** |  |
| **Education and Experience** |
| **Technical Skills****Competencies** | * Hold a current Forklift Drivers Certificate
* Forklift driving experience is desirable.
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| **Key Relationships** |
| **Internal** | **External** |
| Post Harvest Manager |  |
| Materials Team Leader |  |
| Coolstore Operator Inwards/Outwards Good |  |
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