**JOB DESCRIPTION**

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| **POSITION TITLE** | **Forklift Operator** |
| **STORE** | Papamoa PNS |
| **DATE** | 10/10/2024 |
| **REPORTS TO** | Store Manager |
| **PURPOSE OF POSITION** | Responsible for ensuring all required palleted stock is transitioned from the stock room and picking faces to the appropriate aisles thereby ensuring the Morning Fill team can fill and merchandise the shelves appropriately in preparation for the day’s trading. |

**REPORTING STRUCTURE**

**ACCOUNTABILITIES**

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| **OPERATIONAL** | * Ensure all required pallets of stock are moved from the storeroom to the appropriate aisles within the trading floor as required for processing by the Morning Fill team. * Ensure palleted stock contained on the picking faces within the aisles of the store is also brought down as required for processing by the Morning Fill team. * Return pallets to the storeroom once empty and store them in the appropriate area thereby minimising damage to the pallets and ensuring the aisles are kept clear of blockages at all times during trading. * Ensure damage to the store’s fixtures and fittings is minimized through appropriate use of the fork-hoist / pallet jacks. * Ensure all issues with the fork-hoist are reported appropriately and regular maintenance checks at the commencement of each shift are undertaken. * Ensure all stock movements are completed prior to trading for the day to allow customers open access to all aisles. * Ensure all breakages and spillages are dealt with appropriately and that the appropriate areas are cleaned afterwards. * Clean shelves and undertake other appropriate house-keeping activities as required e.g. sweeping the floors. * Assist across other areas of the store as required. |
| **COMPLIANCE**  **CULTURAL** | * Follow health and safety policy, food safety policy and compliance procedures in the store * Maintain and develop effective relationships with stakeholder groups, including Department Managers and Employees by keeping in regular contact. * Support the development of the store’s culture to customize and deliver relevant initiatives that maintain and build this uniqueness. * Ensure the values and culture of the store is integrated into the store’s HR processes allowing for effective cultural alignment between employees and the store. * Maintain a standard of discipline which reflects in high standards of behaviour and dress as required by Foodstuffs and the Owner. |

**QUALIFICATIONS AND EXPERIENCE**

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| **ESSENTIAL** | * Fork hoist certification * Physically fit and able to fulfil the requirements of the role. |
| **DESIRED** | * Good command of written and spoken English * Good basic maths skills * Unit standard 497 * 1 years’ experience driving fork hoists or equivalent machinery |

**SIGNATURE**

I have read and understood this Job Description:

Employee Signature Date: