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| JOB DESCRPTION |

**JOB TITLE:** Forklift Driver  **JOB HOLDERS NAME:**

**REPORTS TO:** Production Manager **LINE MANAGERS NAME:**

**KEY RESPONSIBILITES/ACCOUNTABILITIES:**

To ensure all produce coming in and packed for VGS comply with all specifications and quality standards.

**Day to day responsibilities:**

* Supplying pack house with crates and pallets as required from the storage area.
* Supplying the pack house with produce as required by the Production Manager.
* Taking care to ensure that all produce is taken in rotation (oldest produce first) unless otherwise instructed.
* Taking care to ensure that finished goods are placed in the despatch area ready for loading.
* Loading and unloading vehicles of all products and ensuring that load sheets and manifests are checked for accuracy.
* Reporting any forklift or forklift-caused damage or repair work deemed necessary to the Production Manager.
* Observing all safety precautions when driving forklifts and recommending on any areas where they feel that their safety or the safety of non-forklift staff may be improved.
* Weekly wiping down / cleaning of forklifts.
* Ensuring all stacked pallets or crates are safely arranged.
* Ensuring that their respective forklift trucks are charged when not in use.
* Checking the level of battery water / oil and topping up or informing maintenance if necessary.
* Ensuring that waste skips from the pack house are immediately emptied into the large tipper skip and to ensure skip is covered with the tarpaulin.
* Assisting on special tasks as authorised by the Production or Technical Manager.

**COVER IN CASE OF ABSENCE:**

**Operations Manager or Lorry Drivers**

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| **Approved by:** |  | **Date:** |  |
| **Employee Signature:** |  | **Date:** |  |

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