



Job Title (Vidrala Group)	Forklift Driver
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Organizational Unit	Logistics
Business Unit	Encirc
Reporting to (Hierarchical)	Warehouse Manager
Reporting to (Functional)	Warehouse Team Leader

Main Purpose of Role

Loading outbound customer loads & tipping inbound deliveries / transfers.
Preparation and handling of glass product
Performing Multi WH duty's

Key Accountabilities

- Maintain health and safety in the workplace and ensure work is kept in accordance with housekeeping standards
- Efficient loading of outbound customer loads / transfers
- Scanning in / out all glass ware
- Loading of lorries, as per pre load check sheet
- Shunting and moving trailers
- Completing glass pallet Pack checks before despatching of goods
- Unloading all lorries delivering glass pallets / empty pallets
- Returning non-conforming pallets upstairs
- Bringing scrap pallets to designated areas
- Loading of containers using a mobile ramp
- Cleaning of despatch area / warehouse conveyors
- Tying loads

Maintain health and safety in the workplace and ensure work is kept in accordance with housekeeping standards:

- Shall use any machinery, equipment, dangerous substances, transport equipment, means of production, or safety device provided by the employer in accordance with all training given, together with the relevant Safe Operating Procedures.
- Ensure all equipment is in good condition and safe to use prior to use, and immediately report unsafe issues to an appropriate line manager.
- All PPE should be used in accordance with the employer's instructions, and relevant risk assessment.
- Report all accidents / incidents / damages to machinery, property, and plant immediately, whether persons are injured or not.

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- Help conduct workplace inspections, risk assessments, and to look for and recommend improvements.

Knowledge, Skills and Experience

Business Knowledge

- Forklift certification & appropriate driving license. The role is trained in-house
- Previous experience working within an industrial or manufacturing environment is desirable
- Some understanding of palletised products in the food or drink industry
- 4.5T FLT Licence
- SAP knowledge desirable
- Truck loading
- Tying experience desirable
- Shunter licence desirable

Essential Functional / Technical Skills

- Basic numeracy & literacy skills
- Ability to follow instructions for operating equipment & keeping records
- Ability to execute assignments in an accurate, safe & timely manner
- Attention to detail
- Basic level of computer skills

Personal Attributes / Competencies

- Commitment to Customers
- People Commitment & Development
- Sustainability
- Collaboration
- High Performance
- Innovation & Continuous Improvement
- Ability to work as part of a team

Impact

Individual Contribution / KPIs

- No managerial responsibility

Key Contacts

- Shift Supervisors
- Shift Managers
- Warehouse Managers
- Roles within the plant
- Warehouse
- Warehouse drivers







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Decision Making

(Outline the most important recommendations expected to be made for others to decide on)

- N/A

Value	Leads Self
Commitment to Customers 	<ul style="list-style-type: none"> ➤ I am open and honest, I strive to exceed expectations while remaining realistic. ➤ My stakeholders can trust me to be honest and supportive. ➤ I seek and act on feedback.
People Commitment and Development 	<ul style="list-style-type: none"> ➤ Through reflection I am clear about my own development needs, I seek feedback and support. ➤ I treat all people with respect and dignity. I value equity, diversity and inclusion. ➤ I respectfully call out any unsafe or disrespectful behaviours, every time.
Sustainability 	<ul style="list-style-type: none"> ➤ I understand my part in our sustainability strategy, I ensure that my own personal impact on the environment and others is a positive one. ➤ I engage with new initiatives, and I champion our sustainability goals. ➤ I am accountable for the safety, health and wellbeing of myself and others, I share ideas for people-focused improvements.
High performance 	<ul style="list-style-type: none"> ➤ I understand my part in our company purpose, mission and values. ➤ I reflect on my performance and plan ahead, in order to safely achieve my objectives or targets. ➤ I approach challenges positively; I respond to changing priorities and maintain high standards.
Collaboration 	<ul style="list-style-type: none"> ➤ I am open, honest and respectful with all stakeholders, I build strong relationships based on trust. ➤ I use my strengths to support others, I ask for help and welcome input. ➤ I am accountable to my team for delivering against agreed standards.
Innovation and continuous improvement 	<ul style="list-style-type: none"> ➤ I am curious and contribute ideas for improvements when I have them, no matter how small. ➤ I remove barriers to progress, I start with why. ➤ I embrace change, I work with others to make necessary changes possible.

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