WineWorks Ltd
Position Description Production Forklift Operator

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| Location | Hawkes Bay |
| Department: | Production |
| Reports to: | Senior Team Leader (NS) |
| Date of Issue: | April 2025 |
| **Working Relationships** |  |
| Internal: | Senior Team Leader, Production Team, Warehouse Team |
| External: | n/a |
| **Authority** |  |
| Spending: | $ 0 |
| Staffing: | No. |

Our Culture

We aspire to a culture where the following values shape our behaviour:

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| **Logo  Description automatically generated** | Our clients are our life blood. We know that they are why we are here. We work in a flexible and responsive manner to support their operations and meet their individual needs.  |
| **Icon  Description automatically generated** | We do what we say and we’re reliable. We take complete ownership of the process and the tasks that are asked of us. We are committed to go about our job in a straight up way. |
| **Icon  Description automatically generated** | Passion and pride run deep throughout our organisation. We care for the growth of our colleagues and clients, the safety of our workmates and the environment in which we live. |
| **Icon  Description automatically generated** | We’re one big team who embrace difference and respect each other regardless of job title. We emphasise the value that comes from working together with one focus. |
| **Icon  Description automatically generated with low confidence** | We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards. |
| **Icon  Description automatically generated** | We love to find solutions and believe there’s always a better way to do things. It is this spirit that built the business and will take it to the future. |

Organisation Context

Role Purpose
To work productively in the Warehouse and Production areas, ensuring the production lines run smoothly with the movement of dry goods and finished pallets.

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| KEY TASK | EXPECTATIONS |
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| **Follows our Culture** | * Champions our culture, promotes & role models the values and behaviours at every opportunity.
* Ensures that their work is undertaken ethically, safely, sustainably and with a quality focus.
* Actively engages in development opportunities to support this.
* Engages in health, safety, sustainability & quality initiatives and seeks continuous improvement.
* Is compliant with relevant legislation and certifications, such as BRCGS, so as to meet legal and client requirements.
* Assists in projects to reduce our impact on the environment.   Is familiar with all relevant policies and procedures that support our Culture and compliance, understanding their roles and responsibilities that are described by these documents
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| **Operational Capability** | * Operate the Reach and Forklift trucks with Safety as the first priority.
* Do not exceed 5km/h and use the horn while manoeuvring.
* Carry out Daily Forklift checks.
* Replace batteries using care and correct procedure.
* Ability to complete forklift tasks. This includes but is not limited to:
	+ Supply the correct dry goods items to the line as per the spec sheet instructions, paying particular attention to the ILS and run number where applicable.
	+ Pay particular attention to the final pallet / bin for the run and accurately scan
	+ Wrap Finished Goods using the automated wrapping stations
	+ Ensure all finished goods are accurately scanned into stock
* Ability to follow and understand the individual Spec Sheet for each run.
* Understand and follow all relevant Standard Operating Procedures, as well as provide feedback to improve and ensure are up to date.
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| **Work Productively** | * Work closely with the Senior Team Leader to ensure the lines operates smoothly.
* Complete all required paperwork accurately and legible.
* To minimise downtime, ensure machines you are responsible for are checked prior to operating, monitored while operating, and operated safely.
* Follow the Standard Operating Procedures (SOP’s) each time.
* Keep the work area tidy,
* Dry goods to be returned to stock should be prepared, tidy and accessible as per returns SOP for the Warehouse team.
* Maintain clear aisles where possible.
* Use allocated staging areas – do not ‘dump and run’.
* Report any product or machinery damage to the Team Leader or Lead Techs.
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| **Quality Systems** | * To aware that Production is responsible for 100% quality output.
* Ensure that any doubt or concern over the quality of product is raised with the Senior Team Leader
* Ensure that all products meet WineWork’s specifications.
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| **Personal Development** | * Ensure you remain contemporary in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities.
* Maintain a broad business and commercial perspective.
* Proactively identify methods to utilise this information for the benefit of the business.
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| **Other duties – perform other duties as required** | * Flexible & willing to perform a variety of tasks.
* Willingly takes on additional tasks/responsibilities to assist the team and the client.
* Actively participates in matters/meetings affecting the business, their team or their department
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Work Complexity

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| **Accountability** | **Complexity** | **People Responsibility** | **Relating to Others** | **Expertise** |
| Limited | Routine Tasks – Set Procedures | No direct reports | Courtesy Plus | Elementary |

*Based upon Strategic Pay SP5 Job Evaluation Methodology*

Leadership Competencies

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| **Leading Self** | **Achieves Results****Holding themselves accountable to meet their commitments** | **Builds Relationships and Values Difference****Building relationships through communication, valuing difference, and aligning with our values** | **Being Adaptable****Handling change and looking for better ways of doing things** |

Skills, Knowledge, and Experience

* Forklift driving in a production environment would be advantageous but not essential.
* OSH Forklift Licence and High Reach.