

POSITION TITLE	Supervisor/Forklift Driver	
DEPARTMENT	Distribution	
DATE EFFECTIVE		
REPORTS TO	Warehouse Manager or Warehouse Foreman	
ROLES REPORTING DIRECT	N/A	
KEY RELATIONSHIPS	Warehouse and Distribution Manager, Warehouse Foreperson, Despatch office Manager, Stock Controller, Warehouse and Administration Staff.	
PRIMARY OBJECTIVES		
<ul style="list-style-type: none"> • Provide support to the Warehouse Foreperson • Participate in daily forecast meetings • Maintain a high level of awareness in the warehouse • Ensure the accuracy of picked goods from picking slip • Maintain a high level of House Keeping • Assist in Stocktakes • Understand and Comply with De Bortoli WH&S policies 		
MAJOR RESPONSIBILITIES		
KEY RESULT AREAS	SPECIFIC ACTIVITIES	MEASURES
Daily Meetings	<ul style="list-style-type: none"> • Meet with the Warehouse Foreperson and Supervisors daily • Discuss the requirements of the days schedule, following days Loads, Make-Ups and Export Orders • Put forward any issues that need to be discussed 	All staff are aware of daily requirements Follow up issues to logical conclusion
Staff Supervision and Training	<ul style="list-style-type: none"> • Ensure that the shift commences on time • and the shift conducts itself in a safe and appropriate manner • Allocate staff resources to appropriate tasks as required • Ensure staff have the required skills and tools to complete tasks required 	Achieving agreed output levels
Outgoing / Incoming Goods	<ul style="list-style-type: none"> • Ensure the integrity of all outgoing goods • Ensure that the outgoing goods are prepared to the customer requirements. • Ensure the accuracy of picked goods from picking slip 	No customer complaints with regard to the condition and accuracy of the delivered goods.

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	<ul style="list-style-type: none"> Ensure that incoming goods are correct to paperwork 	
Export	<ul style="list-style-type: none"> Ensure accuracy when loading containers 	Prompt completion of orders
Loading Trucks	<ul style="list-style-type: none"> Ensure that the trucks are loaded in a safe manner, relative to the goods, and to the secure transport of the goods. 	Trucks are loaded out promptly.
Stocktakes	<ul style="list-style-type: none"> Participate in stocktakes as required 	Prompt conclusion of the stocktake
Stock Rotation	<ul style="list-style-type: none"> Ensure that the stock held in the Warehouse is rotated on a FIFO basis 	Stock being picked for Distribution is the oldest material on site.
House keeping	<ul style="list-style-type: none"> Damaged goods are recorded and actioned Maintain a clean, orderly and well stocked work area 	Clean and tidy Warehouse
Promote safe attitudes and work practices	<ul style="list-style-type: none"> Comply with all WHS policies and procedures. Wear Personal Protective Equipment as specified. Report all accidents, near misses and unsafe work practices/hazards to your supervisor/manager 	<p>Full compliance with company policies and procedures.</p> <p>Incidents reported in accordance with company procedure.</p>

SELECTION CRITERIA

Essential Criteria

- Proven leadership experience
- Good communication and organisational abilities
- Proven experience with despatch functions
- Proven experience with stock and stock takes
- Ability to work as part of a team
- Forklift Ticket

Desirable Criteria

- Experience with a personal computer
- Proven experience with machinery
- Truck License

Employee Name: _____

Employee Signature: _____

Manager/supervisor Name: _____

Manager/supervisor Signature: _____