



## Potato Storage Forklift Operator - Job Description



POSITION TITLE:	POTATO STORAGE FORKLIFT OPERATOR	
BASED:	Talley's Vegetables - Ashburton	
REPORTS TO:	Yard Supervisor	
DIRECT REPORTS:	None	
OVERALL, PURPOSE:	The purpose of the Potato Storage Forklift Operator position is to assist the wider storage team. Movement of pipes, bins and trays sample buckets and soil plant operation to ensure ideal storage conditions for potatoes.	
RELATIONSHIPS:	Internal	Field and Agronomy Team, Field Operations Team, Piler Operator, Potato Truck drivers, QA Team, Health, Safety and Wellbeing Team
	External	Freight / Truck Drivers
DELEGATED AUTHORITY	None	

KEY ACCOUNTABILITIES	
Areas of Responsibility:	<ul style="list-style-type: none"><li>Movement of Pipes, bins, trays etc with forklift.</li><li>Manual movement of pipes by hand (hook).</li><li>Operate Soil separation plant.</li><li>Assist potato inspection (if needed) as trained.</li><li>Scan potato loads into storage shed (if needed).</li></ul>
General:	<ul style="list-style-type: none"><li>Cleanliness is non-negotiable.</li></ul>
Health & Safety & Wellbeing:	<ul style="list-style-type: none"><li>All team members will understand and engage with the Health, Safety and Wellbeing Strategy, Activity Plans, HSMS and Critical Risks &amp; Controls.</li><li>Be aware of and comply with the legislative requirements as defined in the HSWA 2015.</li><li>Consult with staff to help establish, observe, and comply with safe work practices and equipment and identify risks.</li></ul>

	<ul style="list-style-type: none"> <li>• Be involved in the development and review of procedures for identifying and managing risk/hazards in the business where required.</li> <li>• Accurately report and record any events (notifiable events, injuries, incidents, near misses and discomfort and soreness), including those relating to visitors or contractors in a timely manner in Assura.</li> <li>• Use and care for safety equipment and clothing correctly when required.</li> <li>• Challenge unsafe behaviour by anyone onsite immediately and behave in a manner that does not endanger the health and safety of yourself or others.</li> <li>• Prioritise staff wellbeing, ensuring a supportive, balanced, and inclusive environment.</li> <li>• Foster a safety-first culture, utilising regular team and toolbox meetings to drive key messages and establish open communication channels.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• From time-to-time you may be requested to complete other tasks as required.</li> <li>• Complete any additional tasks as requested by your Manager, Supervisor or Team leader as required and take initiative in promoting business outcomes.</li> </ul>

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES	
<b>Qualifications and/or experience:</b>	<ul style="list-style-type: none"> <li>• Forklift (OSH cert) Mandatory.</li> <li>• Must have a good understanding of written and oral English to enable safe operational process and follow instructions.</li> </ul>
<b>Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• High level of fitness as role requires shifting pipes.</li> <li>• Strong work ethic.</li> <li>• Ability to work safely and quickly.</li> <li>• Ability to learn and understand / practice health and safety SOPs.</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Strong attention to detail.</li> <li>• Resilient, having a can-do attitude.</li> <li>• Pragmatic and proactive, ability to self-manage and use initiative.</li> <li>• Driven for results.</li> <li>• Be a team player.</li> </ul>

*I have received, reviewed and fully understood the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_