



Job Profile

Operator (Forklift)

Job Details

Job Title	Operator (Forklift)
Historic Job Title	Operator - Forklift
Date Reviewed	2025-06-30
Location	Graaff-Reinet: Finished Goods Warehouse (WH01) Smalls Warehouse (WH03) Bulk & Treats Raw Material & EU Warehouse (RAW02 & WH05) Returns Warehouse (WH06)

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	Operator (Forklift)
Direct Line Manager	Refer to the official Company Organogram
2nd Line Manager	Refer to the official Company Organogram
Direct Subordinates	None

Position Description

Overall Purpose of the Job

To move raw materials, finished products, and other goods efficiently and safely as per operational requirements, including the loading and offloading of vehicles within and between different locations.

Qualifications *(Formal Qualification Required)*

Minimum

- Grade 12 (NQF Level 4)

Ideal

- None

Legal *(e.g. Driver's License, etc.)*

Minimum

- Forklift License (Operate a Counter-Balanced Lift Truck)

Ideal

- Driver's License – Code B
- Reach Truck License



Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
Experience as an Operator (Forklift)	1 - 2 years
Experience within a warehousing environment will be beneficial	6 months (product knowledge)

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent.
They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Forklift Operation	- Move stock (raw material, packaging, and finished products) efficiently within and between different locations - Check that the correct pallets are used and correctly labelled, and that <i>Slip Sheets</i> are in place prior to moving any pallets - Check that pallets are stacked and wrapped in accordance with the required standards. Request the General Worker to repack or rewrap pallets if required - Scan products from one location to the next as stock is being moved with a <i>License Plate</i>, or if applicable, to the Warehouse - Pick and pack products for distribution in accordance with the <i>Picking and Staging Procedures</i> - Adhere to <i>Housekeeping Standards</i>, e.g. keep full and half pallets separate and move pallets to the allocated areas - Practice stock rotation and <i>First-In-First-Out (FIFO)</i> when moving stock - Keep the next shift up to date on the <i>Stock Movement Progress</i>	60%
Hygiene, Housekeeping and Occupational Health and Safety	- Adhere to <i>Health and Safety Requirements</i> when operating the Forklift, e.g. visibility, speed, etc. - Prevent damages to products, pallets, floors, walls, forklifts and vehicles, etc. when operating the Forklift - Adhere to <i>Personal Protective Clothing (PPE) Requirements</i>, e.g. use of a Reflector Jacket - Use Forklift Cages when supporting employees to reach high places - Remain vigilant at all times, e.g. aware of other vehicles and people when operating the forklift equipment - Adherence to <i>Occupational Health and Safety (OHS)</i> as well as <i>Food Safety Standards (FSSC 22000)</i> - Identify health and safety hazards and implement corrective and preventative measures - Report hazards or risks to Management - Adhere to <i>Personal Hygiene Standards</i> - Keep the working area clean and tidy at all times. Assist with the cleaning of all areas when the factory is off for shutdown/maintenance	20%
Equipment Maintenance	- Check that the Forklift equipment is in good working order and complete relevant checklists and records - Report any defects to the Supervisor and/ Manager and/or the next Shift Operators - Keep all equipment clean - Store the Forklift in the designated charging station and charge before reaching 20% to prevent potential hazards - Replace gas canisters as and when required	20%



Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Driving
- Interpersonal
- Communication

Behavioural Attributes

- Vigilant
- Attention to detail
- Safety orientated
- Team player

Knowledge

- Product knowledge
- Knowledge of different pallets
- Knowledge of *Stacking and Wrapping Standards*
- Understanding of *First-in-First-out (FIFO)*
- Understanding of the *Warehouse Layout* and different locations
- Understanding of *Safety Procedures*
- Basic knowledge of the *ERP system* and how to use the *ERP scanner*

Special Requirements

- Incumbent may be required to lift heavy items
- Incumbent needs to be medically fit to operate a Forklift
- Incumbent is required to work in shifts, which include working over weekends, public holidays, night shifts and overtime
- The employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements.
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.



Participants

Input Participants	
Participant Name	Participant Designation
Mazel Kiewiets	Operator - Forklift
William Begrie	Warehouse Manager (Finished Goods)

Completed By	
Name	Title
Henry Galloway	Human Resources Manager