

**TBC (Graham Rankin)**

**Job Description**

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| **Job title:** | Forklift Driver |
| **Accountable to:** | Head of Supported Training and Marketing |
| **Reporting to:** | Unit Co-Ordinator |
| **Hours:** | 40 hours per week |
| **Salary:** | £16,000+ 7% non-contributory pension scheme (after qualifying period). |
| **Location:** | Coca Cola, Knockmore Hill, 12 Lissue Road, Lisburn, BT28 2SZ, with travel to all other Orchardville locations |
| **Holidays:** | 21 days + 12 statutory days |

**Main Purpose:**

The main purpose of this role is to operate a forklift truck within our social enterprise department, and work alongside Service Users to ensure that all tasks are completed properly and to a high standard. While primarily based at our Coco-Cola location, you may on occasion be asked to attend training or meetings at other Orchardville locations.

**Main Responsibilities:**

1. **Operate Forklift Truck**

* Operating the forklift truck to meet production and logistical requirements
* Sufficient and timely supply of product for MU Assembly
* Timely removal of complete MU in accordance with supply chain demands
* Recording of routine forklift checks
* Unloading and loading trailers as required
* Operating Pallet sorting machine
* Stacking pallets in the yard to a high quality standard to ensure stack is safe and stable
* Working within Coca-Cola guidelines

1. **Operate Packaging Equipment**

* Check that pallets are built securely and to customer specification. Report any deviation to Line Manager.
* Ensure all loads are wrapped and stacked to the required standard
* Secure pallets via appropriate packing (shrink wrap or strapping)

1. **Health & Safety**

* Following all health and safety procedures
* Carrying out and recording forklift checks, reporting any faults to the Line Manager
* Reporting any accidents, incidents or near misses
* Wearing the correct Personal Protective Equipment (PPE)
* Driving safely and reporting if Service Users of Employees require Forklift Truck Awareness Training
* Following good housekeeping procedures

1. **Teamwork**

* Working in partnership with Service Users who have a Learning Disability by being a positive role model
* Adhering to the Orchardville Adult Safeguarding Policy

1. **Personal Development & Training**

* Take part in quarterly planning and development meetings and annual appraisal with line manager
* Identify personal and training needs and provide feedback for any training undertaken

1. **General**

* Report to Line Manager at regular and timely intervals to ensure they are aware of all operational issues within the business
* Assist in the implementation of any changes introduced by the organisation
* Carry out other duties as necessary
* Ensure core values of Orchardville (EQUIP - **E**mpowerment, **Q**uality, **U**ser, **I**ntegrity, **P**assion) form the basis of professional conduct

**Personnel Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education and Qualifications** |  |  |
| Health & Safety Qualification |  | **✓** |
| **Additional Training** |  |  |
| Forklift Truck Licence | **✓** |  |
| **Experience** |  |  |
| 6 months experience of driving a forklift, preferably in a production environment | **✓** |  |
| Experience of working with people who have a learning disability |  | **✓** |
| **Other Requirements** |  |  |
| Physically fit to undertake the duties of the role (which may include heavy lifting, large amounts of manual work and control of machinery including forklift trucks) | **✓** |  |
| **Required Behaviours** |  |  |
| Good interpersonal skills and the ability to communicate at different levels as appropriate, especially with Service Users. | **✓** |  |
| Excellent organisational skills, to be able to plan production | **✓** |  |
| Self-motivated and able to motivate Employees and Service Users | **✓** |  |
| Be a team player | **✓** |  |
| Have a flexible attitude to work | **✓** |  |
| **Special Circumstances** | | |
| Successful candidates will be required to undergo an Access NI disclosure check. | | |

**NB:** Criteria may be enhanced to assist short-listing.