



**Job Title:** Forklift Driver  
**Reports To:** FDC Manager  
**Department:** Operations  
**Location:** Calgary, AB

### **Job Summary**

Responsible for the transport of pallets within the facility, preparing orders for shipment and other duties as required.

### **Essential Duties & Responsibilities**

The Forklift Driver will be responsible for the following:

- ❖ Follow direction of department supervisor
- ❖ Understand and follow all department operating procedures and safety procedures
- ❖ Safely operate a forklift while efficiently completing directives
- ❖ Responsible for daily forklift inspections
- ❖ Stage fruit bins and pallets from the coolers for assigned departments
- ❖ Follow daily maintenance programs for forklift and scanner equipment
- ❖ Transport finished pallets from department into appropriate cooler locations
- ❖ Follow objectives communicated by the QA department
- ❖ Perform other duties as requested

### **Competencies**

To perform the job successfully, an individual should demonstrate the following:

- ❖ Analytical: Above average ability to independently evaluate trends, explore areas for improvement, interpret large amounts of data, and provide possible solutions.
- ❖ Organization: Ability to stay focused on prioritized tasks, while handling emergency situations during times of high stress or heavy workload.
- ❖ Problem Solving: Identify and resolve problems in a timely manner, gather and analyze information skillfully, work well in group solving situations, use reason.
- ❖ Technical Skills: Assess own strengths and weaknesses, pursue training and development opportunities, strive to continuously build knowledge and skills, share expertise with others.
- ❖ Interpersonal Skills: Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas and try new things.
- ❖ Teamwork: Balance team and individual responsibilities for group efficiencies. Exhibit objectivity and openness to others' views, able to work effectively with all levels of management to obtain team objectives.
- ❖ Motivation: Have a self-motivated desire to perform above and beyond the expected.

- ❖ Quality: Must demonstrate accuracy, thoroughness, and commitment to complete tasks correctly the first time.

#### **Minimum Qualifications & Requirements**

- ❖ High School Diploma/GED
- ❖ Knowledge of AS400 operation
- ❖ Ability and willingness to follow SOP's
- ❖ Ability to perform complex tasks as required
- ❖ Effective communication skills
- ❖ Ability to work and communicate with supervisors
- ❖ Ability to report and communicate in process issues

#### **Working Conditions:**

- ❖ Ability to lift or move 25 pounds to 50 pounds depending on job category
- ❖ Ability and willingness to be occasionally exposed to wet and/or humid conditions, temperatures between 35 and 45 degrees
- ❖ Safely work near moving mechanical parts and equipment
- ❖ Ability and willingness to stand, walk, use hands and fingers, stoop, kneel, crouch, taste, smell, etc., as needed to perform essential tasks
- ❖ Regularly involves lifting, bending, or other physical exertion. Often exposed to one or more disagreeable environmental factors such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable.