



POSITION DESCRIPTION

TRUCK LOADER

TITLE: Truck Loader

REPORTS TO: Despatch Manager/Night Shift Supervisor

DATE: March 2024

OVERALL OBJECTIVE

This role is responsible for the movement and sorting of products and ensuring accurate and efficient loading of trucks in line with delivery schedules.

KEY STAKEHOLDERS

INTERNAL

Despatch Manager, Logistics Manager, Executive Operations Manager, Material Movement Manager, Night Shift Supervisor, Workforce Operations Manager, Truck Drivers

EXTERNAL

Customers

RESPONSIBILITIES

- Assist Despatch Manager with ad hoc tasks as directed
- Ensure efficient, safe and accurate loading of product onto trucks following correct manual handling procedures
- Locate and sort glass within factory and prepare for despatch
- Plan truck loads from route requirements
- Ensure cleanliness of work environment, driveway, and despatch area
- Ensure fleet is washed and clean at all times
- Ensure suitability of trucks for loading
- Maintaining quality of trucks, stillages, A frames and other glass transportation aids
- Work safely wearing Personal Protective Equipment
- When loading glass check product for any quality issues and report as necessary
- Use scanner and computer to track and locate products within factory
- Assist other team members with glass handling duties as required
- Assist Storeman with pickups and deliveries
- Ensure accuracy of glass picking and documentation
- Operate forklift as required (licenced operators only)

THE WALSHS WAY

Actively promotes and adheres to the Walshs Way values

- **Safety First**- In every task and every day
- **Customer at Heart**- Best products, service and expert knowledge
- **Respect**- For each other, our customers and suppliers
- **One Team**- Working together for success
- **Always Better**- Improving today for tomorrow



POSITION DESCRIPTION

WORK HEALTH & SAFETY

- Take reasonable care for their own health and safety
- Take reasonable care for the health and safety of others who may be affected by their actions in the workplace
- Ensure WHS principles are applied to every aspect of work
- Hazards are identified and reported immediately in accordance with the WHS procedures.
- Safe work and care practices are adhered to and actively promoted

SKILLS & QUALIFICATIONS

- Computer literacy skills
- Forklift licence is desirable
- Communication and planning skills

EXPERIENCE & ATTRIBUTES

- Manual handling experience
- RF scanning experience
- Physically fit