

Position:	Picking Leading Hand
Department:	Picking
Reports to:	Senior Grower
Direct Reports:	Nil
<p style="text-align: center;">Our Vision:</p> <p style="text-align: center;"><i>“To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability”</i></p> <p>We value:</p> <p>Teamwork: We consider everyone at Flavourwave as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavourwave and we are dedicated to growing high quality, fresh produce.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p>	
Position Purpose:	
The Picking Leading Hand is responsible for assisting the Senior Grower with the management and implementation of the picking strategies to achieve budgeted production levels.	
Key Result Area:	Specific Tasks:
Picking Operations	<ul style="list-style-type: none"> • Ensure picking tasks are completed within target times by undertaking picking when required • Liaise with Senior Grower regarding the picking strategy for the following week • Organise the setup and start-up of all picking including trolleys, equipment and all resources required • Manage rosters • Manage extra labour requirements when picking poor quality fruit and/or any other additional production tasks • Liaise with the Senior Grower to ensure that appropriate staffing levels are available to meet the weekly picking tasks • Follow picking weekly/daily schedule and complete all tasks required • Undertake picking and deleafing tasks to ensure target times are achieved • Carry out housekeeping as required • Operate trolley transporters when required
Training	<ul style="list-style-type: none"> • Manage training schedule of all new picking recruits • Train new staff at picking and de-leafing and apply coaching processes as required • Train staff on correct techniques to ensure efficiency • Retrain staff as required if not performing tasks correctly

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Quality & Continuous Improvement	<ul style="list-style-type: none"> • Ensure all personnel are adhering to company policies and procedures • Report all fruit issues to Senior Grower • Report all faulty equipment and infrastructure to the Junior Grower • Minimise spread of disease through adherence to all hygiene protocols • Ensure all equipment is maintained and stored appropriately • Ensure greenhouse pathways are kept free of rubbish and trip hazards
Administration	<ul style="list-style-type: none"> • Organise and print out all picking work orders • Validate payroll information including hours worked daily and employee performance bonus • Develop and maintain standard operating procedures
Health & Safety	<ul style="list-style-type: none"> • Report near misses and potential hazards • Report all incidents involving injury to the Senior Grower • Be an advocate for OH and S compliance • Manage the health and wellbeing of team members
Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none"> • Previous team management experience • Training & Coaching experience
Desirable Qualifications / Skills:	<ul style="list-style-type: none"> • Forklift licence
Personal Attributes:	<ul style="list-style-type: none"> • Results orientation • Diversity awareness • Sound judgement • Planning & organisational skills • Able to follow procedures & instructions • Ability to work as part of a team • Quality orientation • Safety orientation
Physical Specification:	
Physical Demands of role:	<ul style="list-style-type: none"> • Tropical environment – Temperature 23 to 30 degrees and Humidity 60 to 76% • Constant standing and walking • Occasional sitting while performing computer tasks • Direct glare • Working at heights up to 4m • Frequent and repetitive bending, squatting, neck movement, gripping action, climbing, pushing/pulling • Frequent lifting of various weights and volumes • Occasional reaching above shoulder

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavourwave management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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