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| **Position:** | Production Team Member |
| **Department:** | Production |
| **Reports to:** | Warehouse Supervisor |
| **Direct Reports:** | NIL  |
| **Our Vision:***“To be an Australian family business sourcing and marketing high quality fresh produce”.* **We value:****Teamwork:** We consider everyone at Flavorite as our extended family and every member of our team is important.  We share ideas and solve problems collaboratively.**Leadership:**  We lead ourselves and we lead others to deliver our vision.**Passion:**  We are passionate about Flavorite and we are dedicated to sourcing and marketing high quality, fresh produce, in partnership with our suppliers.**Reliability:** We can be relied upon to do what we say we will do and what we need to do.**Ethics:**  We have the highest ethical standards and value honesty, responsibility and accountability in all we do. |
| **Position Purpose:** |
| The Production Team Member is responsible for all production tasks involving packing, grading, labelling, sorting and also assisting with training and performance monitoring to achieve the relevant KPI’s and quality requirements |
| **Key Result Area:** | **Specific Tasks:** |
| **Warehouse Operations** | * Sort, grade and pack produce according to quality and procedural requirements
* Train new staff on correct techniques to ensure efficiency is achieved as set out by the Warehouse Supervisor
* Report all produce issues to the Warehouse Supervisor
* Correct staff if they are not performing tasks correctly
* Ensure quality standards meet customer and warehouse requirements
* Participate with cleaning and housekeeping duties
* Operate forklift to load and unload material where required
* Perform all actions associated with inbound and outbound goods
* Assist with the organisation and setup of workloads for the production team
* Check off and balance the daily load sheet
* Complete all documentation in relation to inbound and outbound goods
* Ensure Quality standards meet customer and warehouse requirements
* Other tasks as required
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| **Administration** | * Ensure daily cleaning activities are completed and check list is completed
* Generating customer / despatch labels as per specification
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| **Workplace Health & Safety** | * Maintain clean and efficient production areas
* Report near misses and potential hazards
* Adhere to all Workplace Health and Safety polices
* Report all incidents involving injury to Supervisor
* Be an advocate for OH & S compliance
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| **Person Specification:** |
| **Mandatory Qualifications / Skills:** | * Training and coaching experience
* Good fitness level with the ability to undertake physical and repetitive work required by the role
* Current High Risk Forklift License where required
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| **Desirable Qualifications / Skills:** | * Previous packing or produce experience
* Exposure to FMCG environment
* Produce / Food handling background
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| **Personal Attributes:** | * Quality orientation
* Well developed communication skills
* Motivation and Initiative
* Able to follow procedures and instructions
* Team player
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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. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.