



POSITION DESCRIPTION

Position:	Senior Packing & Logistics Supervisor (Wednesday – Saturday)
Department:	Production
Reports to:	Packing & Logistics Manager
Direct Reports:	Packing Leading Hands and Machine Operators on the Wednesday to Saturday shift.
<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 Flavorite 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 Flavorite 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 Senior Packing & Logistics Supervisor is responsible for planning and controlling all functions of the Packhouse on the Wednesday to Saturday shift and all Logistics functions occurring on Saturday. It is their role to ensure that customer orders are packed efficiently, on time, within budget and to standard.	
Key Result Area:	Specific Tasks:
People Management	<ul style="list-style-type: none"> • Performance management of direct reports to ensure the achievement of KPIs and quality requirements • Develop and manage roster and labour budget • Management of team including recruitment; orienting, training and absenteeism of all employees • Manage workloads through supervision and delegation • Manage Wednesday to Saturday rostered staff planning file for packing and logistics weekly • Manage rosters for Wednesday to Saturday shift • Responsible for employee engagement and development
Packhouse Operations	<ul style="list-style-type: none"> • Manage all packhouse and logistics tasks carried out and ensure they are completed within budgeted times • Check picking forecast and plan packing accordingly • Organise the sequence in which orders will be produced • Organise what stock individual orders will be made from • Manage transported fruit and packaging material loads into and out of the farm that occur on a Saturday.

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	<ul style="list-style-type: none"> • Liaise with Packing & Logistics Manager to ensure appropriate staffing levels are available to meet the weekly packing tasks • Ensure packhouse and logistics equipment is clean and tidy and in good working order • Undertake cleaning and maintenance work as required
Administration	<ul style="list-style-type: none"> • Create, monitor and manage SWMS, risk assessments and standard operating procedures (SOP's). • Manage Hazardous & Dangerous Goods register and compliance
Quality & Continuous Improvement	<ul style="list-style-type: none"> • Ensure all personnel are adhering to company policies and procedures • Report major production issues to Packing & Logistics Manager • Report all faulty equipment and infrastructure to the maintenance department through maintenance requests • Minimise spread of disease through adherence to all hygiene protocols • Ensure all equipment is maintained appropriately • Ensure packhouse is kept free of rubbish and trip hazards
Health & Safety	<ul style="list-style-type: none"> • Report near misses and potential hazards • Report to your Manager any incident that may compromise food safety • Report all incidents involving injury to Group Production Manager • 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 • Previous labour forecasting experience • Previous experience obtained in the FMCG industry
Desirable Qualifications / Skills:	<ul style="list-style-type: none"> • Forklift licence • First Aid qualifications
Personal Attributes:	<ul style="list-style-type: none"> • Strong leadership skills • Strategic planning ability • Well-developed planning & organisational skills • Sound judgement • Ability to work as part of a team • Quality orientation • Safety orientation

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Physical Specification:

Physical Demands of role:

- Working in a Refrigerated environment – 12 to 15 degrees
- Frequent sitting while completing computer tasks
- Constant and repetitive use of keyboard
- Frequent and repetitive use of Telephone
- Occasional and repetitive bending, squatting, neck movement, reaching above shoulder, climbing, pushing/pulling, lifting of various weights and volumes, gripping action

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.

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Supervisor

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