



POSITION DESCRIPTION

Position:	Packing Leading Hand				
Department:	Production				
Reports to:	Packing Supervisor				
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 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 Packing Leading Hand is responsible for assisting with the coordination of the packing functions to ensure the quality and timeliness of customer orders meet expectations.					
Key Result Area:	Specific Tasks:				
Packing Operations	<ul style="list-style-type: none"> • Operate a range of packing machines in accordance with daily orders • Ensure that all tools and equipment are in working order and available for use when required • Report all issues to the Packing Supervisor • Responsible for ensuring packaging items are stored correctly and are easily accessible within the packhouse • Assist with cleaning and housekeeping activities • Assist with other duties as required 				
People Management	<ul style="list-style-type: none"> • Perform higher duties in the absence of the Packing Supervisor • Assist the Packing Supervisor to manage workloads through supervision and delegation • Assist the Packing Supervisor in the training and development of team members to complete packing tasks 				
Administration	<ul style="list-style-type: none"> • Complete appropriate daily checklists and schedules 				
Quality & Continuous Improvement	<ul style="list-style-type: none"> • Ensure all personnel are adhering to company policies and procedures • Report all fruit issues to Packing Supervisor • Report all faulty equipment and infrastructure to the maintenance department through maintenance requests 				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Position Number: PD028</td> <td style="width: 50%;">Revision Date: 21/02/2017</td> </tr> <tr> <td>Position Name: Packing Leading Hand</td> <td>Reviewed by: W.Rothmeier</td> </tr> </table>		Position Number: PD028	Revision Date: 21/02/2017	Position Name: Packing Leading Hand	Reviewed by: W.Rothmeier
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	<ul style="list-style-type: none"> Minimise spread of disease through adherence to all hygiene protocols Ensure all equipment is maintained appropriately Ensure warehouse is kept free of rubbish and trip hazards
Health & Safety	<ul style="list-style-type: none"> Report near misses and potential hazards to the Packing Supervisor Report to your Manager any incident that may compromise food safety Report all incidents involving injury to Supervisor 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 warehouse packing experience Sound computer skills
Desirable Qualifications / Skills:	<ul style="list-style-type: none"> Forklift licence Previous team management experience
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 Specifications:	
Physical Demands of role:	<ul style="list-style-type: none"> Working in a Refrigerated environment – 12 to 15 degrees Constant standing and walking Frequent and repetitive, bending, squatting, neck movement, twisting, gripping action and pushing/pulling Occasional reaching above shoulder Occasional sitting while performing computer tasks Occasional climbing Frequent lifting of various weights and volumes

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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