



## POSITION DESCRIPTION

<b>Position:</b>	Packing Leading Hand
<b>Department:</b>	Production
<b>Reports to:</b>	Packing Supervisor
<b>Direct Reports:</b>	Nil
<b>Our Vision:</b>	
<i>“To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability”</i>	
<b>We value:</b>	
<b>Teamwork:</b> We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.	
<b>Leadership:</b> We lead ourselves and we lead others to deliver our vision.	
<b>Passion:</b> We are passionate about Flavorite and we are dedicated to growing high quality, fresh produce.	
<b>Reliability:</b> We can be relied upon to do what we say we will do and what we need to do.	
<b>Ethics:</b> We have the highest ethical standards and value honesty, responsibility, accountability in all we do.	
<b>Position Purpose:</b>	
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.	
<b>Key Result Area:</b>	<b>Specific Tasks:</b>
<b>Packing Operations</b>	<ul style="list-style-type: none"> <li>• Operate a range of packing machines in accordance with daily orders</li> <li>• Ensure that all tools and equipment are in working order and available for use when required</li> <li>• Report all issues to the Packing Supervisor</li> <li>• Responsible for ensuring packaging items are stored correctly and are easily accessible within the packhouse</li> <li>• Assist with cleaning and housekeeping activities</li> <li>• Assist with other duties as required</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Perform higher duties in the absence of the Packing Supervisor</li> <li>• Assist the Packing Supervisor to manage workloads through supervision and delegation</li> <li>• Assist the Packing Supervisor in the training and development of team members to complete packing tasks</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Complete appropriate daily checklists and schedules</li> </ul>
<b>Quality &amp; Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Ensure all personnel are adhering to company policies and procedures</li> <li>• Report all fruit issues to Packing Supervisor</li> <li>• Report all faulty equipment and infrastructure to the maintenance department through maintenance requests</li> </ul>
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"> <li>• Minimise spread of disease through adherence to all hygiene protocols</li> <li>• Ensure all equipment is maintained appropriately</li> <li>• Ensure warehouse is kept free of rubbish and trip hazards</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Report near misses and potential hazards to the Packing Supervisor</li> <li>• Report to your Manager any incident that may compromise food safety</li> <li>• Report all incidents involving injury to Supervisor</li> <li>• Be an advocate for OH and S compliance</li> <li>• Manage the health and wellbeing of team members</li> </ul>
<b>Person Specification:</b>	
<b>Mandatory Qualifications / Skills:</b>	<ul style="list-style-type: none"> <li>• Previous warehouse packing experience</li> <li>• Sound computer skills</li> </ul>
<b>Desirable Qualifications / Skills:</b>	<ul style="list-style-type: none"> <li>• Forklift licence</li> <li>• Previous team management experience</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Results orientation</li> <li>• Diversity awareness</li> <li>• Sound judgement</li> <li>• Planning &amp; organisational skills</li> <li>• Able to follow procedures &amp; instructions</li> <li>• Ability to work as part of a team</li> <li>• Quality orientation</li> <li>• Safety orientation</li> </ul>
<b>Physical Specifications:</b>	
<b>Physical Demands of role:</b>	<ul style="list-style-type: none"> <li>• Working in a Refrigerated environment – 12 to 15 degrees</li> <li>• Constant standing and walking</li> <li>• Frequent and repetitive, bending, squatting, neck movement, twisting, gripping action and pushing/pulling</li> <li>• Occasional reaching above shoulder</li> <li>• Occasional sitting while performing computer tasks</li> <li>• Occasional climbing</li> <li>• Frequent lifting of various weights and volumes</li> </ul>

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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