



POSITION DESCRIPTION

Position:	Nursery Supervisor
Department:	Nursery
Reports to:	Senior Grower Nursery
Direct Reports:	Nursery Leading Hand; Nursery Hands
<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 Nursery Supervisor is responsible for ensuring Nursery Team Members complete the Nursery tasks to achieve the relevant KPIs and quality requirements for the specific crop.	
Key Result Area:	Specific Tasks:
People Management	<ul style="list-style-type: none"> • Management of team including recruitment; orienting and training of all employees • Manage workloads through supervision and delegation • Manage rosters • Performance management of direct reports ensuring quality and achievement of KPIs • Responsible for employee engagement and development • Manage labour hours
Nursery Operations	<ul style="list-style-type: none"> • Perform/Assist with nursery tasks to ensure target times are going to be achieved • Report crop issues to appropriate departments • Liaise with senior grower regarding the nursery crop requirements for the following week • Ensure the correct nursery equipment and tools are available and ready for use • Provide support to Crop Work supervisors as required • Ensure enforcement of hygiene protocols through foot baths, hand wash, hand dips etc • Operate forklift to load and unload materials • Train and Supervise safe operation of Nursery equipment • Assist Senior Grower with the management of the Nursery’s

Position Number: 018	Revision Date: 18 January 2016
Position Name: Nursery Supervisor	Reviewed by: M.Henshall



POSITION DESCRIPTION

	growing environment <ul style="list-style-type: none"> Respond to on call Nursery alarms
Administration	<ul style="list-style-type: none"> Report weekly on KPI achievement Undertake maintenance and parts requests Check PPTR report and submit payroll forms/variations fortnightly Accurate supervision of Flavorfind use Stocktake administration Create and maintain order plans via the use of Microsoft Project Generate order invoices through the use of SAP Develop and maintain Nursery SOP's
Health & Safety	<ul style="list-style-type: none"> Equipment maintained and clean Nursery pathways are kept free of rubbish and trip hazards Report near misses and potential hazards Report all incidents involving injury to HR Manager and Senior Grower Nursery Supervise high risk duties 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 staff management experience Coaching & training skills Demonstrated experience in a similar environment and/or industry Well-developed computer skills Strong numeracy skills First Aid Certification Forklift license
Desirable Qualifications / Skills:	
Personal Attributes:	<ul style="list-style-type: none"> Strong communication and interpersonal skills Strong organisational skills Reliable Demonstrated self-motivation and initiative

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.

Position Number: 018	Revision Date: 18 January 2016
Position Name: Nursery Supervisor	Reviewed by: M.Henshall