



## POSITION DESCRIPTION

<b>Position:</b>	Crop Care Leading Hand
<b>Department:</b>	Crop Care
<b>Reports to:</b>	Crop Care Supervisor
<b>Direct Reports</b>	Crop Worker Team Member
<p style="text-align: center;"><b>Our Vision:</b></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><b>We value:</b></p> <p><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.</p> <p><b>Leadership:</b> We lead ourselves and we lead others to deliver our vision.</p> <p><b>Passion:</b> We are passionate about Flavorite and we are dedicated to growing high quality, fresh produce.</p> <p><b>Reliability:</b> We can be relied upon to do what we say we will do and what we need to do.</p> <p><b>Ethics:</b> We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p>	
<b>Position Purpose:</b>	
The Crop Care Leading Hand is responsible for ensuring Crop Care Team Members complete the Crop Care tasks to achieve the relevant KPIs and quality requirements for the specific crop.	
<b>Key Result Area:</b>	<b>Specific Tasks:</b>
<b>People Management</b>	<ul style="list-style-type: none"> <li>Assist in the orientation, training and development of team members to complete crop care task</li> <li>Assist in managing workloads through supervision and delegation</li> <li>Assist in Performance management of direct reports ensuring quality and achievements of KPIs</li> <li>Assist in weekly planning of staff requirements using forecasts, rosters and weekly work schedules</li> <li>All crop care records are on schedule, accurate and aligned with company process and procedure</li> <li>Give clear direction, instruction and support to all team members</li> <li>Assist in managing labour hours</li> </ul>
<b>Crop Work Operations</b>	<ul style="list-style-type: none"> <li>Assist in the implementation of labour strategy to suit crop care operations</li> <li>Liaise with growing team daily to determine crop labour requirements</li> <li>Assist in the management of quality and KPI requirements are being achieved for crop care team and deal with issues promptly and proactively</li> <li>Ensure all scheduled crop care tasks are completed within budget times.</li> <li>Assist with IPM programs across farm</li> <li>Assist in managing end of season clean up</li> <li>Operate a range of plant and equipment across farms</li> <li>Ensure that all tools and equipment are in working order and available for use when required</li> <li>Report on crop issues to appropriate departments including environmental issues</li> <li>Coordinate and complete cleaning and housekeeping activities</li> <li>Assist with other duties as required</li> </ul>
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	<p>Complete crop care tasks to specific KPI's:</p> <ul style="list-style-type: none"> <li>○ Twisting/Clipping</li> <li>○ Truss Pruning</li> <li>○ De-Leafing</li> <li>○ Pollinating (Whacking &amp; Blowing)</li> <li>○ Truss clipping</li> <li>○ Lowering</li> <li>○ Other crop work tasks as required</li> </ul>
<b>Administration and Reporting:</b>	<ul style="list-style-type: none"> <li>● Accurate administration of Priva FSP or equivalent labour management software</li> <li>● Ensure records are on schedule, accurate and align with company process and procedure</li> <li>● Validate and approve employee work hours</li> <li>● Assist in standard operating procedure (SOPs) development</li> <li>● Stocktake administration and reporting</li> <li>● implement training and review schedules</li> <li>● Report and enter maintenance requests on MEX system</li> <li>● Weekly reporting on budgets</li> </ul>
<b>Continuous Improvement:</b>	<ul style="list-style-type: none"> <li>● Actively participate in performance appraisal process</li> <li>● Attend all mandatory training and development as required.</li> <li>● Continue to develop both personally and professionally to meet developing industry standards</li> <li>● Perform higher duties in the absence of Crop care supervisor</li> </ul>
<b>Health / Safety and Hygiene:</b>	<ul style="list-style-type: none"> <li>● Injuries, incidents, near misses and potential hazards are reported</li> <li>● Supervise high risk duties</li> <li>● Report to your Manager any incident that may compromise food safety</li> <li>● Ensure employee team are educated with correct hygiene and quarantine procedures and have appropriate stock to facilitate procedures</li> <li>● Employees use correct PPE</li> <li>● Be an advocate for O H &amp; S compliance</li> <li>● Adhere to all Health and Safety policies and procedures</li> <li>● Manage the health and well-being of team members</li> </ul>
<b>Person Specifications:</b>	
<b>Required Qualifications and skills</b>	<ul style="list-style-type: none"> <li>● Minimum 6 months demonstrated capability to undertake all crop work tasks</li> <li>● Well developed computer skills</li> <li>● Drivers Licence</li> </ul>
<b>Desired Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>● Previous horticulture experience</li> <li>● Previous team management experience</li> <li>● Training and coaching experience</li> <li>● Forklift Licence</li> <li>● Machinery operations</li> <li>● First Aid Certification</li> </ul>

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<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Results and quality orientated</li><li>• Motivation and Initiative</li><li>• Planning and organisational skills</li><li>• High attention to detail</li><li>• Able to follow procedures and instructions</li><li>• Ability to work as part of a team</li><li>• Safety Awareness</li><li>• Sound judgement and problem-solving skills</li><li>• Good communication skills</li><li>• Ability to work under pressure</li><li>• Diversity awareness</li></ul>
<b>Physical Specifications:</b>	
	<ul style="list-style-type: none"><li>• Working in a hot environment with temperatures ranging from 23 to 30 degrees and humidity 60 to 80%</li><li>• Working in a warehouse with temperatures ranging from 5 – 35 degrees, season dependent</li><li>• Constant standing and walking</li><li>• Working in direct glare</li><li>• Occasional working in high risk activities</li><li>• Working at heights of up to 4 metres</li><li>• Frequent and repetitive bending, squatting, neck movement, reaching above the shoulder, climbing, pushing and pulling</li><li>• Frequent lifting of various weights and volumes</li><li>• Ability to distinguish between red and green</li><li>• Continuous gripping action</li><li>• Frequent use of telephone</li><li>• Frequent sitting and keyboard use</li><li>• Ability and tolerance to work long hours</li><li>• Ability to wear Personal Protective Equipment including full face mask</li></ul>

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is not an exhaustive of all duties and responsibilities. Murphy Fresh management reserves the right to amend and change responsibilities to meet business and organisational needs as required.*

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