



POSITION DESCRIPTION

Position:	Packing Leading Hand
Department:	Production
Reports to:	Packing Supervisor
Direct Reports	Packing Team Member
<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 packing functions to ensure relevant KPI's, quality and the timeliness of customer orders.	
Key Result Area:	Specific Tasks:
People Management	<ul style="list-style-type: none"> • Assist in the orientation, training and development of team members to complete packing tasks • Assist in managing workloads through supervision and delegation • Assist in Performance management of direct reports ensuring quality and achievements of KPIs • Assist in weekly planning of staff requirements using forecasts, rosters and weekly work schedules • All packing records are on schedule, accurate and aligned with company process and procedure • Give clear direction, instruction and support to all team members • Assist in managing labour hours
Packing Operations	<ul style="list-style-type: none"> • Assist in the implementation of labour strategy to suit packing operations • Liaise with production team daily to determine fruit packing requirements • Assist in the management of quality and KPI requirements are being achieved for packing team and deal with issues promptly and proactively • Ensure all scheduled packing tasks are completed within budget times. • Report on any fruit quality issues and implement solutions promptly and proactively • Assist in the management of orders and logistics ensuring all produce is dispatched on schedule • Assist in managing end of season clean up • Operate a range of plant and equipment across farms • Quality assurance requirements are met

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	<ul style="list-style-type: none"> • Ensure that all tools and equipment are in working order and available for use when required • Coordinate and complete cleaning and housekeeping activities • Assist with other duties as required <p>Complete produce tasks to specific KPI's:</p> <ul style="list-style-type: none"> • Picking / Leafing & Walkthroughs • Packing / Sorting • Trolley towing • Forklift Driving
Administration and Reporting:	<ul style="list-style-type: none"> • Accurate administration of Priva FSP or equivalent labour management software • Ensure records are on schedule, accurate and align with company process and procedure • Validate and approve employee work hours • Assist in standard operating procedure (SOPs) development • Stocktake administration and reporting • Communicate forecasts, customer orders and logistics to key stake holders • Entry, recording and communication of packing paper work • implement training and review schedules • Report and enter maintenance requests on MEX system • Weekly reporting on budgets
Continuous Improvement:	<ul style="list-style-type: none"> • Actively participate in performance appraisal process • Attend all mandatory training and development as required • Continue to develop both personally and professionally to meet developing industry standards • Provide support to other production team leaders • Perform higher duties in the absence of the Packing Supervisor
Health / Safety and Hygiene:	<ul style="list-style-type: none"> • Injuries, incidents, near misses and potential hazards are reported • Supervise high risk duties • Report to your Manager any incident that may compromise food safety • Ensure employee team are educated with correct hygiene and quarantine procedures and have appropriate stock to facilitate procedures • Employees use correct PPE • Be an advocate for O H & S compliance • Adhere to all Health and Safety policies and procedures • Manage the health and well-being of team members
Person Specifications:	
Required Qualifications and skills	<ul style="list-style-type: none"> • Minimum 6 months demonstrated capability to undertake all packing tasks • Well developed computer skills • Forklift licence • Drivers licence
Desired Skills and Qualifications	<ul style="list-style-type: none"> • Previous horticulture experience
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	<ul style="list-style-type: none"> • Previous team management experience • Training and Coaching experience • Machinery operations • First Aid certification
Personal Attributes	<ul style="list-style-type: none"> • Results and quality orientated • Motivation and Initiative • Planning and organisational skills • High attention to detail • Able to follow procedures and instructions • Ability to work as part of a team • Safety Awareness • Sound judgement and problem-solving skills • Good communication skills • Ability to work under pressure • Diversity awareness
Physical Specifications:	
	<ul style="list-style-type: none"> • Working in a hot environment with temperatures ranging from 23 to 35 degrees and humidity 60 to 80% • Working in a warehouse environment with temperatures ranging from 5 to 35 degrees, season dependent • Constant standing and walking • Working in direct glare • Working at heights up to 4m • Frequent and repetitive bending, squatting, neck movement, gripping action, climbing, pushing/pulling, reaching above shoulder • Frequent lifting of various weights and volumes • Ability to distinguish between red and green

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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