



POSITION DESCRIPTION

Position:	Picking Supervisor				
Department:	Production				
Reports to:	Senior Production Supervisor				
Direct Reports	Picking Leading Hand, Picking 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 Picking Supervisor is responsible for the management and implementation of picking & leafing strategies in order to achieve budgeted production levels					
Key Result Area:	Specific Tasks:				
People Management	<ul style="list-style-type: none"> • Management of team including recruitment, orientation and training of all employees • Manage workloads through supervision and delegation • Performance management of direct reports ensuring quality and achievements of KPIs • Manager and report on leave attendance of direct reports • Manage Rosters • Responsible for employee engagement and development • All picking records are on schedule, accurate and aligned with company process and procedure • Manage Labour hours 				
Picking Operations	<ul style="list-style-type: none"> • Manage the implementation of labour strategy to suit picking / Leafing operations • Liaise with production team daily to determine fruit picking requirements • Manage quality and KPI requirements are being achieved for picking team and deal with issues promptly and proactively • Ensure all scheduled picking tasks are completed within budget times. • Report on any fruit quality issues and implement solutions promptly and proactively • Assist in managing end of season clean up • Operate a range of plant and equipment across farms • Quality assurance requirements are met 				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Position Number: FHT TAT – PD500</td> <td style="width: 50%;">Revision Date: 24/02/2021</td> </tr> <tr> <td>Position Name: Picking Supervisor</td> <td>Reviewed By: Jon Murphy</td> </tr> </table>		Position Number: FHT TAT – PD500	Revision Date: 24/02/2021	Position Name: Picking Supervisor	Reviewed By: Jon Murphy
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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 supervision 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 • Create, monitor and manage SWMS, risk assessments and standard operating procedures (SOP's) • Stocktake administration and reporting • Communicate / report daily & weekly forecasts to key stake holders • Entry, recording and communication of picking paper work • Manage and 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 supervisors • Perform higher duties in the absence of Senior Production 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"> • Relevant tertiary qualification or equivalent practical experience • Minimum 6 months demonstrated capability to undertake all picking tasks • Well developed computer skills • Forklift licence 				
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	<ul style="list-style-type: none"> • Drivers Licence
Desired Skills and Qualifications	<ul style="list-style-type: none"> • Previous horticultural experience • Previous team management experience • Training and coaching experience • Machinery operation • First Aid Certification
Personal Attributes	<ul style="list-style-type: none"> • Strong Leadership Skills • Results and quality orientated • Motivation and Initiative • Well- developed planning and organisational skills • High Attention to Detail • 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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