

JOB DESCRIPTION

Position	Chargehand - Permanent	Division	Rockit Packing Company Ltd
Reporting to	Shift Manager	Date	January 2026
Purpose			
This role involves assisting the Shift Manager, Production Supervisor and other chargehands to co-ordinate and train floor staff.			
Responsibilities			
• Liaise regularly with quality staff. • Give regular feedback and guidance to Graders to maintain adherence to the quality standards • Ensure record keeping is up to date and current. • Ensure packaging traceability is maintained with quality systems. • Enforce food safety requirements including spot checks on staff of general hygiene, absence of Jewellery etc. • Comply with company Health and Safety procedures and contribute to a positive safety culture. Supervision • Supervise and train general floor staff to be great in their role. • Train staff against SOP's and sign off when competent at each level. • Co-ordinate floor staff between areas and lanes.			
Organisational Obligations			
• Carry out any other duties requested and allocated to you from your manager • Help as required within other departments of the business • Work proactively and collaboratively with all areas of the business to achieve desired business outcomes. • Complete administrative, record keeping, or compliance tasks as required • Ensure total confidentiality of employee and company information. • Maintain a high standard of performance and commitment to internal and external customer service. • Be a proactive team member • Function in accordance with established standards, procedures, and applicable laws • Participate in regular team and company-wide meetings and contribute to continuous improvement with proactive suggestions. • Demonstrate and role model our Rockit company values. • Assist with any other duties including off season projects and property maintenance as required			
Health and Safety			
• Demonstrate commitment to health and safety and compliance with company policies. • Role model best health and safety practice			

- Ensure any health and safety training is completed in a timely manner
- Undertake regular monitoring of risk areas relative to your role
- Perform investigations and corrective action execution as needed
- Complete actions arising from health and safety audits
- Ensure all equipment is only used by authorised, trained and signed off staff, and is used safely according to all company and Health and Safety regulations
- Ensure company equipment is used responsibly, according to manufacturer's specifications.
- Support company wellbeing initiatives.

Key Internal Relationships

Functional

- Shift Manager
- Production Supervisor
- Quality Team
- Chargehands

External

- External contractors
- Packhouse visitors

Person Specification Requirements

Essential Requirements for this role:

- Legally entitled to work in NZ.
- Be physically able to carry out manual handling and work on feet all day.
- Staff supervision experience.
- Have competent computer skills, to use appropriate inventory software such as Microsoft Office, especially Excel and ABC Software.
- Be accurate and have good attention to detail.
- Be cooperative and a positive team member.
- Be efficient and timely in work execution.
- Be reliable and conscientious.
- Able to follow and carry out documented work instructions.
- Work unsupervised upon completion of documented training.
- Demonstrate common sense and adhere to food safety, hygiene and Health and Safety protocols.

Team Values

Proactively demonstrate Rockit Global Limited's values in all work and internal and external interactions:

Action Over Talk – Hohenga I Runga I Te Kōrero

At Rockit we've never been about the talk; it's always been about the doing. Doing things that nobody thought was possible.

**Unstoppable Passion - Kohara Kāore e Taea Te Tū**

We use a simple formula; passion in the work, unbridled ingenuity and backing ourselves. We believe the world would be a better place if everyone rocked it with us!

Doing Things Differently - He Rerekē Te Mahi I Ngā Mea

Doing things differently has always been part of our DNA, and it's what saw us take a punt on the world's smallest apple and turn it into a big New Zealand success story.

He Toa Takitini

Ehara taka toa, te toa takitahi, he toa takatini kē

Uniting all cultures, as we strive to make a difference within our communities and in all aspects of our environment, while being true to ourselves.

Employee Signature: