

JOB DESCRIPTION

Position	Gatehouse Team Leader	Division	Rockit Packing Company Ltd.
Reports To	Coolstore Manager	Date	October 2024
Job Purpose			
To undertake a range of Coolstore functions including the supervision of gatehouse operations. To assist in the development and execution of the virtual gatehouse operations. Other responsibilities include maintenance, supporting the Japan Programme, third party packing, and general coolstore operations.			
Key Responsibilities			
<p>During Harvest - Bin delivery management</p> <ul style="list-style-type: none"> • Coordinate bin collection from orchards to satisfy the Coolstore requirements and bin plan. • Liaise with Growers and the Coolstore Manager regarding delivery times, bin numbers and the flow of work. • Coordinate bin movements with the fruit receival team, independent growers and RMS orchard operations. • Check Consignment and bin delivery paperwork is submitted fully completed and is accurate. Record any damage to bins or fruit and report to Coolstore manager daily. • Complete trucking documentation accurately and clearly, confirming receipt of bins. • Ensure bin labels are accurate, and barcodes scan correctly into the ABC system. • Coordinate and manage gatehouse staff to ensure quick and accurate information and processes. <p>Controlled Atmosphere Management</p> <ul style="list-style-type: none"> • Liaise with the Coolstore Inventory Charge hand daily regarding CA and RA storage locations for that day. • To act as a back-up support to the Coolstore Inventory Charge hand. <p>Supervision</p> <ul style="list-style-type: none"> • Supervision and training of Gatehouse staff. • Ensure that working hours of the team do not exceed 65 hours per week during harvest. • Promote and role model a positive team culture. • Manage performance supported by the People & Culture team. • Liaise with Coolstore Inventory Charge hand on gatehouse and Fruit receival operations. • Undertake performance development or management for any permanent staff according to Rockit's process and timelines. <p>Japan Programme and third-party packing</p> <ul style="list-style-type: none"> • Support the Japan Programme situated at a third-party site as required. • Continued coordination of any Gatehouse operations taking place. <p>Other Post Harvest</p> <ul style="list-style-type: none"> • Efficiently and effectively carry out pack house duties as directed. • Undertake other tasks within the packhouse as directed by the Production Manager/Supervisor 			

Off Season

- Review SOPs, undertake post-harvest review and planning for the next season.
- Undertake maintenance and cleaning duties as required in storage areas, coolstores and/or packhouse after the season finishes.
- Assist with preparation for the harvest season at the start of the year.
- Undertake any assigned tasks as required during the off season to maintain a full-time workload.
- Assist the business in every aspect of operating, maintaining, and developing the operational efficiency of Rockit Packing Company Ltd.

Organisational Obligations

- Ensure timely preparation of information, reporting and other written documents/materials as required.
- Maintain effective ongoing communication internally and externally.
- Communicate regularly with the Supply Chain Manager and other Supervisors.
- Work with the post-harvest systems and the Quality and Compliance team to ensure full compliance with operating procedures and other requirements.
- Work proactively and collaboratively with all areas of the business to achieve desired business outcomes.
- Ensure total confidentiality of employee and company information.
- Maintain a high standard of performance and commitment to internal and external customer service.
- Demonstrate a commitment to health and safety and comply with all company health and safety procedures.
- Undertake other duties appropriate to the position as required.

Key Relationships

Reports to	Cool Store Manager is the primary reporting person with daily supervision at different times of year from the Packhouse Shift Manager/Production Manager or other Supervisors appropriate to allocated tasks.
Direct Reports	Gatehouse Clerks, Gatehouse Chargehand, Japan Programme packing staff
Internal	Coolstore and Production team, Quality team, Grower Liaison, Orchard Managers
External	Growers, Third Party packing staff, contractors, suppliers, Trucking companies

Person Specification

- Experience in packhouse and coolstore operations
- Previous team leadership experience
- Experience in logistics of a packaging facility preferred.
- Understanding of costs and priorities around manufacturing operations that drive cost savings and efficiencies in such operations.
- Understanding of inventory management
- Team player with good people and relationship management skills.

- Organised and proactive
- Problem solving skills.
- Able to work independently and as part of a team.
- Flexible in terms of working hours.
- Able to manage a team under pressure.

Team Values

Proactively demonstrate RGL'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: