

## JOB DESCRIPTION

**Position:** Orchard Foreman

**Reporting to:** Orchard Sector Manager

### Purpose

The purpose of the Orchard Foreman is to assist with the management of the business in every aspect of operating, maintaining and developing the orchard blocks. To deliver and role model for other staff, high standards of performance with a positive attitude which reflects the unique nature of the organisation and our focus on quality and high performance.

### Responsibilities:

- To use the orchard equipment safely and when authorised, according to all company and Health and Safety regulations, including but not limited to tractors, sprayers, irrigation, hydra-ladders, mowers, mulchers, chainsaws, pruning equipment, ladders and picking bags.
- To take responsibility for company equipment and ensure it is used responsibly, according to manufacturer's specifications and that staff show due care for equipment to minimise wear and tear or damage.
- Ensure staff are being utilised effectively and efficiently and advise Management of any concerns or issues.
- To train and educate inexperienced staff on all aspects of orcharding and Health and Safety.
- Complete, check, enter and submit staff timesheets when applicable.
- Complete administrative, record keeping, and compliance tasks as required.
- Assist the Orchard Manager to ensure orchard operations work within budgets.
- Assist Orchard Manager in selection and recruitment of seasonal staff.
- Staff supervision such as Orchard Hands (seasonal and permanent) and Contractors' staff.
- Assist with apple counts for documentation.
- Carry out minor maintenance of orcharding equipment when instructed. Repair maintain irrigation systems such as minor leaks or issues.
- Carry out efficiently and effectively orchard tasks such as spraying, pruning, tree development, thinning, harvesting and quality control.
- Undertake nursery work as directed.
- Carry out any other duties requested and allocated to you from your Manager.
- Provide assistance as required within other departments of the business.
- Ensure all company Health and Safety policies and legislative regulations and protocols are carried out at all times.
- In the absence of the Orchard Manager, temporarily manage the day to day running of the orchards under the instructions from the Orchard Manager.

### Key Performance Indicators and Attributes:

- Accurate and efficient;

- Full Drivers Licence;
- Can set up and operate a sprayer;
- Have Grow Safe certification and Horticulture Apprenticeship or willing to train;
- Ability to supervise and communicate effectively and fairly to staff;
- Be willing and flexible to start early and finish later for jobs such as setting up and collection of gear for lockup;
- Understand orcharding and ability to carry out all tasks to the satisfaction of the Orchard Manager;
- Be physically fit and healthy – able to work on your feet all day;
- Must have excellent vision;
- Able to carry out and follow instructions;
- Reliable and can work unsupervised;
- Confident in climbing and standing on ladders whilst carrying a bag strapped to their shoulders;
- Own transport to move between orchards within Hastings/Havelock area;
- Available to work up to six days per week, usually Monday to Saturday but if weather prevails, then Sunday work if required.
- Previous experience driving tractors and operating other implements;
- Cooperative and works well in a team;
- Meets requirements to be drug and alcohol free at work and ensures staff meet this standard

#### **Team Values:**

Proactively demonstrate RGL's values in all work and internal and external interactions.

#### **Action Over Words**

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**

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**

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

**SIGNED** by the Employee: \_\_\_\_\_

Date: \_\_\_\_\_