

DRAFT JOB DESCRIPTION			
<b>Position</b>	Production Supervisor	<b>Division</b>	Rockit Packing Company Ltd
<b>Reports to</b>	Shift Manager	<b>Date</b>	October 2022
<b>Job Purpose</b>			
<p>To optimise the grading and sizing technology in the packhouse.            Coordinate staff and operations to drive apple throughput in the packhouse safely and efficiently.</p>			
<b>Key Responsibilities</b>			
<p>Leading the Sizer/Grader Technician team:</p> <ul style="list-style-type: none"> <li>• Undertake recruitment, training, development planning, coaching and performance management for the team</li> <li>• Ensure the Compac equipment is set correctly and operating efficiently for the batch in front of the Technician team</li> <li>• Within the Technician team completing key tasks:               <ul style="list-style-type: none"> <li>○ Continuous fruit sampling off sizer</li> <li>○ Batch pre-inspection</li> <li>○ Spectrum Map optimisation</li> <li>○ Driving Continuous Improvement tasks relating to spectrum grading</li> <li>○ Optimise Sizer speed and flow</li> </ul> </li> <li>• Provide back-up as needed in the absence of Technicians</li> </ul> <p>Packing Efficiency:</p> <ul style="list-style-type: none"> <li>• Focused on looking at efficiencies in the Packhouse working to optimise flow of fruit at all times.</li> <li>• Delivery of production targets in line with shift KPIs</li> <li>• Regular production analysis and reporting to Shift Manager</li> <li>• Central point for all packing operations – packaging shortages, breakdowns etc.</li> <li>• Organise labour allocation to lanes, communicating with Chargehands and Machine Operator Lead</li> <li>• Manage flow of apples to labour and plant availability in conjunction with Change Hands, Machine Operator Lead and Technicians</li> <li>• Problem-solving and gives direction to staff for Processing issues that arise – staff shortages, out-of-grade, breakdowns. Escalate to Shift Manager as appropriate.</li> <li>• Liaise with QC Shift Lead and QC team regarding quality issues</li> </ul> <p>Best Practice:</p> <ul style="list-style-type: none"> <li>• Documenting best practice and providing training across various roles on the shift to optimise Fruit into Class 1 and Class 1.5 and assisting Shift Manager.</li> <li>• Executing key tasks delegated by Shift Manager to achieve shift KPIs and requirements</li> <li>• Adhere to industry and Rockit best practice in all aspects of performance and in training</li> </ul>			

- Contribute to continuous improvement with proactive suggestions
- Role model best health and safety practice
- Use all equipment safely when authorised according to all company and Health and Safety regulations
- Use company equipment responsibly, according to manufacturer’s specifications and show due care for equipment to minimise wear and tear or damage

Other:

- Complete reporting, administrative, record keeping, or compliance tasks as required
- 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
- Assist with property maintenance as required including off-season cleaning and maintenance

### Organisational Obligations

- Maintain the high standard of management and administration applied and expected by the company.
- Ensure confidentiality of personal and business information.
- A positive attitude and a can-do attitude is particularly important. Pro-active input to teamwork and process improvement is critical in this rapidly expanding company.
- Function in accordance with established standards, procedures and applicable laws.
- Establish effective relationships internally and externally and collaborate to achieve RGL objectives
- Participate in regular team and company-wide meetings
- Demonstrate commitment to health and safety and compliance with company policies
- Demonstrate company values

### Key Relationships

Functional:-  
 Chargehands & Machine Operator Lead  
 Packhouse staff  
 Operations team  
 Quality and Compliance team

Reports to:-  
 Shift Manager  
  
 Direct Reports:  
 Shift Technicians

### Personal Specification Requirements

- Experience in a packhouse, food manufacturing or related environment
- Sound knowledge of Compaq software or similar
- Experience working with strict product, process and packaging standards, regulations and market access requirements
- Experience training and supervising others
- Strong communication skills

- Understanding of the commercial drivers of production performance
- Reporting, SOP writing and IT capability
- Well organised, good problem-solving skills, calm under pressure
- Accurate, efficient, attention to detail
- Total confidentiality
- Be physically fit and healthy, able to work on your feet all day
- Must have excellent vision
- Flexibility to work rostered shift hours, 6 days per week including weekends
- Committed to meeting production deadlines
- Co-operative and works well in a team
- Meets requirements to be drug and alcohol free at work

### 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:**