

JOB DESCRIPTION			
Position	Production Supervisor	Division	Rockit Packing Company Ltd
Reports to	Shift Manager	Date	2024
Job Purpose			
<p>Coordinate staff and operations to drive apple throughput in the packhouse safely. Efficiently and to specification. To act as 2IC to the Shift Manager.</p>			
Key Responsibilities			
<p>Leading the Sizer/Grader Technician team:</p> <ul style="list-style-type: none"> • Undertake recruitment, training, development planning, coaching and performance management for the team • Ensure the equipment is set correctly and operating efficiently for the batch in front of the Technician team • Within the Technician team completing key tasks: <ul style="list-style-type: none"> ○ Continuous fruit sampling off sizer ○ Batch pre-inspection ○ Spectrum Map optimisation ○ Driving Continuous Improvement tasks relating to spectrum grading ○ Optimise Sizer speed and flow • Provide back-up as needed in the absence of Technicians <p>Packing Efficiency:</p> <ul style="list-style-type: none"> • Focused on looking at efficiencies in the Packhouse working to optimise flow of fruit. • Delivery of production targets in line with shift KPIs • Regular production analysis and reporting to the Shift Manager • Central point for all packing operations – packaging shortages, breakdowns etc. • Organise labour allocation to lanes, communicating with Chargehands and Machine Operator Lead • Manage flow of apples to labour and plant availability in conjunction with Change Hands, Machine Operator Lead and Technicians • Problem-solving and gives direction to staff for Processing issues that arise – staff shortages, out-of-grade, breakdowns. Escalate to Shift Manager as appropriate. • Liaise with QC Shift Lead and QC team regarding quality issues <p>Best Practice:</p>			

- 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.
- Executing key tasks delegated by Shift Manager to achieve shift KPIs and requirements
- Adhere to industry and Rockit best practice in all aspects of performance and in training
- 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.
- Support as required within other departments of the business
- Ensure all company Health and Safety policies and legislative regulations and protocols are carried out.
- 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

Reports to: -
 Shift Manager

Direct Reports:

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: