

<b>JOB DESCRIPTION</b>			
<b>Position</b>	Palletising Chargehand	<b>Division</b>	Rockit Packing Company Ltd
<b>Reports to</b>	Shift Manager	<b>Date</b>	September 2024
<b>Job Purpose</b>			
<p>Assist the Shift Manager to co-ordinate and train floor staff.            To lead palletising staff in completing all pallet creation tasks.            To manage the market access of all finished goods stock in production.</p>			
<b>Key Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Oversee and manage all stacking, scanning, labelling and strapping operations in the Palletising department.</li> <li>• Ensure processes are in place to efficiently load finished goods cartons onto export pallets and fruit into export bins ready for despatch.</li> <li>• Liaise with the Production Planner to understand upcoming sales requests and discuss the most efficient way to fill those requests.</li> <li>• Coordinate between the Palletising team, Technicians and Production Supervisor to align the shifts packing to orders shown on the Quota system and communicated by the planning teams</li> <li>• Make sure finished pallets are constructed to Rockit specifications and pallet verification checks are completed before sending to the coolstore</li> <li>• Correct any pallets that fail to adhere to quota specifications.</li> <li>• Track the completion and allocation of finished pallets to sales orders</li> <li>• Liaise with quality staff around market access issues.</li> <li>• Ensure all completed finished goods pallets are strapped according to approved RPC processes</li> <li>• Ensure record keeping is up to date and current.</li> <li>• Ensure packaging traceability is maintained in accordance with quality systems.</li> <li>• Effectively manage non-conforming product and isolation protocols.</li> </ul>			
<b>Supervision</b>			
<ul style="list-style-type: none"> <li>• Supervise, train and mentor team members to be great in their role.</li> <li>• Train staff against SOP's and sign off when competent at each level.</li> <li>• Support the growth and development of the Palletising 2IC</li> <li>• Work closely with the 2IC to ensure the successful operations of the palletising team</li> </ul>			
<b>Organisational Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Complete administrative, record keeping, or compliance tasks as required</li> <li>• Carry out any other duties requested and allocated to you from your manager</li> <li>• Provide assistance as required within other departments of the business</li> <li>• Ensure all company Health and Safety policies and legislative regulations and protocols are carried out at all times</li> <li>• Adhere to industry and Rockit best practice in all aspects of performance</li> <li>• Assist with property maintenance as required</li> <li>• Participate in training and contribute to continuous improvement with proactive suggestions.</li> </ul>			

## Health & Safety

- Actively promote a positive health and safety culture
- Role model best health and safety practice
- Ensure health and safety training and required certifications are completed in a timely way
- 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 company Health and Safety policies and legislative regulations and protocols are always carried out
- Ensure all equipment is only used by authorised and trained 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 Relationships

### Reporting functions and team

Palletising 2IC - Direct Report

Shift Manager, Production Shift Supervisor, Charge Hands, Spectrum & Sizer Technicians, palletising, and seasonal team

### Key Internal Relationships

Production Shift Supervisor

Shift Manager

Charge Hands

## Personal Specification Requirements

Essential Requirements for this role:

- Experience in a packhouse or food manufacturing environment desirable
- Knowledge of despatch processes
- Experience training and/or supervising others
- Computer literate
- Accurate and efficient
- 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.
- Available to work up to six days per week during the packing season.
- Prepared to work to meet production deadlines.
- Co-operative and works well in a team.
- Meets requirements to be drug and alcohol free at work.

## 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.

**Signed by the employee:**