

DRAFT JOB DESCRIPTION			
Position	Shift Manager	Division	Rockit Packing Company Ltd
Reports to	Production Manager	Date	October 2022
Job Purpose			
<p>Ensure the efficient day-to-day running of the Rockit™ packing facility during the post-harvest period and throughout the year.</p>			
Key Responsibilities			
<p>People management:</p> <ul style="list-style-type: none"> • Foster a positive culture on the shift and plan activities and initiatives to promote a positive work environment • Support implementation of agreed actions from engagement or shift surveys • Manage day to day personnel issues for the assigned shift • Manage the shift recruitment and interviews through the QJumpers system with assistance from the People and Culture team. • Support seasonal recruitment campaign events and processes • Shift Headcount management and reporting and contingency planning for staff shortages/cover for key roles • Lead daily Toolbox meetings with key staff and hold weekly floor meetings with all packing staff on shift • Develop Succession Planning for all key roles • Lead the absenteeism management process for all staff on shift • Responsible for managing all disciplinary meetings from misconduct to serious misconduct with assistance from the People and Culture team • Active coaching for key staff, agreeing development plans and performance management as needed • Monitor and coordinate training of all staff on shift from your direct reports through to general packing staff. • Perform monthly staff performance reviews with direct reports and organise feedback reviews for packing staff. • Coordinate off-season staff transfers through the People and Culture team, to RMS or external partners <p>Production Management:</p> <ul style="list-style-type: none"> • Daily KPI management – investigate and explain variances to daily targets • Weekly reporting of Shift performance to Production Manager • Set targets for production staff in line with shift KPIs • Manage and coordinate Quality and Compliance tasks as communicated by the Quality team • Perform Quality / Food Safety Investigations as needed • Perform Root Cause Analysis investigations as required • Assist in Continuous Improvement projects and initiatives • Order consumables from approved vendors as needed 			

- Assist with property maintenance as required and oversee off-season cleaning and maintenance

Health and Safety:

- Responsible for shift health and safety management and actively promoting 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 in the packhouse
- Perform investigations and corrective action execution as needed
- Complete actions arising from health and safety audits
- Run Shift Health and Safety Representative meetings each month and feedback to the wider business
- Ensure all company Health and Safety policies and legislative regulations and protocols are carried out at all times
- 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
- Assist to implement and communicate Covid-19 protocols for the shift
- Support company wellbeing initiatives and promote available support to staff (EAP, Flu vaccination etc.)

Other:

- Manage allocated budget and adhere to finance processes
- Support the Production Manager with planning, budgeting and capital projects as requested
- 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
- Adhere to industry and Rockit best practice in all aspects of performance
- Contribute to continuous improvement with proactive suggestions

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:-

Operations team
Quality and Compliance team
People and Culture team
External suppliers

Reports to:-

Production Manager

Direct Reports:

Assigned shift team - key roles and packing staff

Personal Specification Requirements

- Experience in a packhouse, food manufacturing or related environment
- Experience working with strict product, process and packaging standards, regulations and market access requirements
- Experience managing large teams and HR processes
- Strong communication skills
- Understanding of the commercial drivers of production performance
- Reporting, administration and IT capability
- Total confidentiality
- Well organised, good problem-solving skills, calm under pressure
- Accurate, efficient, attention to detail
- Be physically fit and healthy, able to work on your feet all day
- Must have excellent vision
- Flexibility to work rostered shift hours, 6days per week including weekends
- 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 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: