

JOB DESCRIPTION			
<b>Position</b>	<b>Permanent Quality and Phytosanitary 2IC</b>	<b>Division</b>	Rockit Packing Company Ltd
<b>Reports To</b>	Quality and Phytosanitary Shift Lead	<b>Date</b>	January 2026
<b>Job Purpose</b>			
<p>Lead &amp; drive the quality culture within the packhouse environment.</p> <p>To provide coverage for the Q&amp;P Shift Lead as required.</p> <p>To support the shift quality team in the packhouse/cool store functions to ensure compliance with regulatory, market and company standards and policies.</p> <p>To support the end-to-end quality framework in packhouse providing quality products that meet customers agreed specifications.</p>			
<b>Key Responsibilities</b>			
<p><b>Systems/Documentation</b></p> <ul style="list-style-type: none"> <li>To ensure all documentation /reports related to QC functions in the packhouse and cool store are completed in full, on time, accurately and maintained.</li> <li>Assist and maintain software system for quality inspections.</li> <li>Assist with management of packhouse quality procedures /HACCP system as directed by the Quality and Compliance Manager</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>To assist the Q&amp;P Shift Lead with leading/supervising the shift packhouse quality team</li> <li>To stand in for the Q&amp;P Shift Lead during absenteeism</li> <li>To assist with training shift QC's and graders to ensure it is completed to an acceptable standard.</li> <li>To assist with the completion of competency assessments for all QC's and graders on shift</li> <li>To assist with the completion of all documentation related to training and assessments for the shift.</li> <li>To contact and liaise with IVA as required.</li> </ul> <p><b>Inspections/Audit</b></p> <ul style="list-style-type: none"> <li>Complete container inspections as required.</li> <li>Complete online fruit inspections as required.</li> <li>Complete shelf-life testing as required.</li> <li>Assist in setting up QC standards (i.e., packhouse line ups)</li> <li>Carry out investigative inspections as required (i.e., over grading why, where)</li> <li>Join quality meetings and give weekly feedback</li> <li>Complete internal audit and reviews as required.</li> </ul> <p><b>Other</b></p>			

- Provide resources and advice and maintain the MAO with IVA if required.
- Contribute to quality and compliance team planning and reviews.
- Assist as required within other departments of the business as directed by the Quality & Compliance Manager.
- Ensure all Health and Safety, company and legislative regulations and protocols are carried out always.
- Other duties as reasonably directed by the Quality and Compliance Manager. Complete such tasks and projects in a competent and timely manner in accordance with directions.
- Assist with various projects to ensure the successful introduction of quality, compliance, and food safety best practice.
- Assist in orchard-based quality activities during the off season as directed by Quality and Compliance Manager
- Assist with innovation projects as time allows and directed by Quality and Compliance Manager

### **Organisational Obligations**

- Ensure timely preparation of information, reporting and other written documents/materials as required.
- Ensure and maintain effective ongoing communication with individuals and groups involved directly or indirectly with the Packhouse.
- Work with post-harvest systems to ensure full compliance with operating procedures, the MPI approved organisational plan and other compliance requirements as needed.
- Role model commitment to health and safety procedures and ensure compliance of self and the quality team with company health and safety policies and procedures.
- Keep up to date with technical and industry developments relevant to the role.

### **Key Relationships**

Quality and Compliance Manager - reporting line

Packhouse Quality team members - reporting manager

RPCL management/supervisors and Packhouse staff - effective communication and team player

### **Person Specification**

- Experience in quality control and HACCP systems for apple export packhouse and cool storage operations
- Completed Phytosanitary training.
- Team player with good people and relationship management skills
- Advanced computer skills, including ABC, Excel, Microsoft Office
- Organised and proactive
- Experience leading a team and training staff.
- Flexible in terms of working hours
- Proactive approach to problem solving.

- The ability to adapt quickly to changing situations.
- Empathy towards different cultures and beliefs in a working environment
- Proactive commitment to health and safety
- Positive outlook towards learning new skills.

## 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.

**Employee Signature:**