

JOB DESCRIPTION			
<b>Position</b>	Production Supervisor	<b>Division</b>	Rockit Packing Company Ltd
<b>Reports to</b>	Shift Manager	<b>Date</b>	2026

### Job Purpose

Coordinate staff and operations to drive apple throughput in the packhouse safely. Efficiently and to specification.  
To act as 2IC to the Shift Manager.

### Key Responsibilities

#### Leadership:

- Train, develop and coach packhouse team members to meet the requirements on their role.
- Lead by example in all daily activities.

#### Packing Efficiency:

- Continuously look at efficiencies in the Packhouse to optimise flow of fruit.
- Deliver 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 the Machine Operator Lead
- Manage the flow of apples to labour and plant availability in conjunction with Charge Hands, Machine Operator Lead and the Technicians
- Problem-solve and give 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

#### Best Practice:

- 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  
 Quality and Compliance team

Reports to: -  
 Shift Manager

### 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 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 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:**