



POSITION DESCRIPTION

Position:	Packing Supervisor
Department:	Production
Reports to:	Packing & Logistics Manager
Direct Reports:	Packing Leading Hand; Packing Trainer; Production Team Members
<p>Our Vision:</p> <p><i>“To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability”</i></p>	
<p>We value:</p> <p>Teamwork: We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavorite and we are dedicated to growing high quality, fresh produce.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p>	
Position Purpose:	
The Packing Supervisor is responsible for coordinating the packing functions to ensure the quality and timeliness of customer orders meet expectations.	
Key Result Area:	Specific Tasks:
People Management	<ul style="list-style-type: none"> • Management of team including recruitment; orienting and training of all employees • Manage workloads through supervision and delegation • Manage rosters • Performance management of direct reports ensuring quality and achievement of KPIs • Responsible for employee engagement and development
Packing Operations	<ul style="list-style-type: none"> • Ensure packing tasks are completed within target times by undertaking packing when required • Liaise with the Packing & Logistics Manager regarding packing requirements for the following week • Liaise with Packing & Logistics Manager to ensure appropriate staffing levels are available to meet the weekly packing tasks • Ensure the correct packing equipment and tools are available and ready for use • Check picking forecast and plan packing accordingly • Assist with the organisation of type and quantity of trolleys to be distributed around the farm • Organise the setup and start-up of all packing machinery • Organise the sequence in which orders will be produced
Position Number: PD016	Revision Date: 15/11/2019
Position Name: Packing Supervisor	Reviewed by: J.Madden



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	<ul style="list-style-type: none"> • Organise what stock individual orders will be made from • Organise the packing of poor-quality fruit and or any other production that requires to be packed at the tables • Ensure all orders are completed within the required timeframes • Ensure the Production area and all equipment is left clean and tidy and in good working order daily • Undertake cleaning and maintenance work as required
Administration	<ul style="list-style-type: none"> • Organise and print out all packing work orders • Validate and approve employee work hours • Create, monitor and manage SWMS, risk assessments and standard operating procedures (SOP's).
Quality & Continuous Improvement	<ul style="list-style-type: none"> • Ensure all personnel are adhering to company policies and procedures • Report all fruit issues to the Quality and Packing Managers • Report all faulty equipment and infrastructure to the maintenance department through maintenance requests • Minimise spread of disease through adherence to all hygiene protocols • Ensure all equipment is maintained appropriately • Ensure all work areas are free of rubbish and trip hazards
Health & Safety	<ul style="list-style-type: none"> • Report near misses and potential hazards • Report to your Manager any incident that may compromise food safety • Report all incidents involving injury to Packing & Logistics Manager • Supervise high risk duties • Be an advocate for OH and S compliance • Manage the health and wellbeing of team members
Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none"> • Previous production packing experience • Previous team management experience • Training and Coaching experience
Desirable Qualifications / Skills:	<ul style="list-style-type: none"> • Forklift licence • Experience in FMCG industry or with perishable product
Personal Attributes:	<ul style="list-style-type: none"> • Results orientation • Diversity awareness • Sound judgement • Planning & organisational skills • Able to follow procedures & instructions • Ability to work as part of a team • Quality orientation • Safety orientation

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Physical Specifications:

Physical Demands of role:

- Working in a Refrigerated environment – 10 to 15 degrees
- Frequent standing and walking
- Frequent sitting when performing computer tasks
- Able to differentiate between red, orange, yellow and green
- Frequent and repetitive, bending, squatting, neck movement, twisting, gripping action, climbing and pushing/pulling
- Occasional reaching above shoulder
- Frequent lifting of various weights and volumes
- Agile and flexible planning ability

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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