

JOB DESCRIPTION			
Position	Palletising Chargehand	Division	Rockit Packing Company Ltd
Reports to	Shift Manager	Date	December 2023
Job Purpose			
<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>			
Key Responsibilities			
<ul style="list-style-type: none"> • Oversee and manage all stacking, scanning, labelling and strapping operations in the Palletising department. • Ensure processes are in place to efficiently load finished goods cartons onto export pallets and fruit into export bins ready for despatch. • Liaise with the Production Planner to understand upcoming sales requests and discuss the most efficient way to fill those requests. • 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 • Make sure finished pallets are constructed to Rockit specifications and pallet verification checks are completed before sending to the coolstore • Correct any pallets that fail to adhere to quota specifications. • Track the completion and allocation of finished pallets to sales orders • Liaise with quality staff around market access issues. • Ensure all completed finished goods pallets are strapped according to approved RPC processes • Ensure record keeping is up to date and current. • Ensure packaging traceability is maintained in accordance with quality systems. • Effectively manage non-conforming product and isolation protocols. 			
Supervision			
<ul style="list-style-type: none"> • Supervision and training of palletising staff • Support the growth and development of the Palletising 2IC • Work closely with the 2IC to ensure the successful operations of the palletising team 			
Organisational responsibilities			
<ul style="list-style-type: none"> • Complete 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 • Ensure all company Health and Safety policies and legislative regulations and protocols are carried out at all times 			

- Adhere to industry and Rockit best practice in all aspects of performance
- Assist with property maintenance as required
- Participate in training and contribute to continuous improvement with proactive suggestions.

Health and 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

- 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, usually Monday to Friday and Sunday during the peak months at the start of the 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 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: