



## JOB DESCRIPTION

|   |                   |                 |                            |
|---|-------------------|-----------------|----------------------------|
| <b>Position</b>   | <b>Chargehand</b> | <b>Division</b> | Rockit Packing Company Ltd |
| <b>Reporting to</b>   | Shift Manager     | <b>Date</b>     | October 2024               |
| <b>Purpose</b>  |                   |                 |                            |
| This role involves assisting the Shift Manager, Production Supervisor and other chargehands to co-ordinate and train floor staff.   |                   |                 |                            |
| <b>Responsibilities</b>   |                   |                 |                            |
| <ul style="list-style-type: none"><li>• Liaise regularly with quality staff.</li><li>• Give regular feedback and guidance to Graders to maintain adherence to the quality standards</li><li>• Ensure record keeping is up to date and current.</li><li>• Ensure packaging traceability is maintained with quality systems.</li><li>• Enforce food safety requirements including spot checks on staff of general hygiene, absence of Jewellery etc.</li><li>• Comply with company Health and Safety procedures and contribute to a positive safety culture.</li></ul>  |                   |                 |                            |
| <b>Supervision</b>  |                   |                 |                            |
| <ul style="list-style-type: none"><li>• Supervise and train general floor staff to be great in their role.</li><li>• Train staff against SOP's and sign off when competent at each level.</li><li>• Co-ordinate floor staff between areas and lanes.</li></ul>  |                   |                 |                            |
| <b>Organisational Obligations</b>   |                   |                 |                            |
| <ul style="list-style-type: none"><li>• Carry out any other duties requested and allocated to you from your manager</li><li>• Help as required within other departments of the business</li><li>• Work proactively and collaboratively with all areas of the business to achieve desired business outcomes.</li><li>• Complete administrative, record keeping, or compliance tasks as required</li><li>• Ensure total confidentiality of employee and company information.</li><li>• Maintain a high standard of performance and commitment to internal and external customer service.</li><li>• Be a proactive team member</li><li>• Function in accordance with established standards, procedures, and applicable laws</li><li>• Participate in regular team and company-wide meetings and contribute to continuous improvement with proactive suggestions.</li><li>• Demonstrate and role model our Rockit company values.</li><li>• Assist with any other duties including off season projects and property maintenance as required</li></ul> |                   |                 |                            |
| <b>Health and Safety</b>  |                   |                 |                            |
| <ul style="list-style-type: none"><li>• Demonstrate commitment to health and safety and compliance with company policies.</li><li>• Role model best health and safety practice</li></ul>  |                   |                 |                            |

- Ensure any health and safety training is completed in a timely manner
- 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 equipment is only used by authorised, trained and signed off 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 Internal Relationships

#### Functional

- Shift Manager
- Production Supervisor
- Quality Team
- Chargehands

#### External

- External contractors
- Packhouse visitors

### Person Specification Requirements

Essential Requirements for this role:

- Legally able to work in NZ.
- Be physically fit and healthy – able to carry out manual handling and work on feet all day.
- Staff supervision experience.
- Have competent computer skills, to use appropriate inventory software such as Microsoft Office, especially Excel and ABC Software.
- Be accurate and have good attention to detail.
- Be cooperative and a positive team member.
- Be efficient and timely in work execution.
- Be reliable and conscientious.
- Able to follow and carry out documented work instructions.
- Work unsupervised upon completion of documented training.
- Demonstrate common sense and adhere to food safety, hygiene and Health and Safety protocols.

### 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:**