

JOB DESCRIPTION			
Position	Packhouse Q&P Shift Lead	Division	Rockit Packing Company Ltd
Reports To	Quality and Compliance Manager	Date	November 2023
Job Purpose			
<p>Lead & drive the quality culture within the packhouse environment.</p> <p>To support the shift quality team in the packhouse/coolstore 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>			
Key Responsibilities			
<p>Systems/Documentation</p> <ul style="list-style-type: none"> To ensure all documentation /reports related to QC functions in the packhouse and coolstore are completed in full, on time, accurately and maintained. Assist and maintain software system for quality inspections. Assist with management of packhouse quality procedures /HACCP system as directed by the Quality and Compliance Manager <p>People</p> <ul style="list-style-type: none"> To lead/supervise the shift packhouse quality team. To ensure training for shift QC's and graders has been completed to an acceptable standard. Complete competency assessments for all QC's and graders on shift Complete all documentation related to training and assessments for the shift. Contact and liaise with IVA as required. <p>Inspections/Audit</p> <ul style="list-style-type: none"> Complete container inspections as required. Complete online fruit inspections as required. Complete shelf-life testing as required. Assist in setting up QC standards (i.e., packhouse line ups) Carry out investigative inspections as required (i.e., over grading why, where) Attend Quality meetings and report back weekly on activities and findings. Complete internal audit and reviews as required. <p>Other</p> <ul style="list-style-type: none"> 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 times 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 the 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 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

Employee Signature: