



POSITION DESCRIPTION

Job Title: Coolstore Manager

Department: Post Harvest

Reports to: Operations Manager

ROLE OBJECTIVE

This key role is responsible and accountable for the people management, safety and management of the general daily operational activities of the coolstore including inventory, product and temperature management. Ensuring the coolstore operation runs as efficiently as possible within Seeka SOP's.

KEY RESPONSIBILITY: Coolstore Strategy, Policy & Process

DUTIES

- Assist in the development and maintenance of coolstore SOP's
- Development of a storage plan within each store to ensure storage capacity is maximized to maintain cost effectiveness.

KEY MEASURABLES

- Plans are robust, and adhered to throughout the season, changes are made where appropriate as external factors dictate
- SOP's are clear and followed throughout the season

KEY RESPONSIBILITY: Operational

DUTIES

- Temperature and ethylene monitoring and recording to ensure fruit quality is maintained through correct temperatures.
- Adhere to shipping schedules to ensure timely movements/transfers of inventory to other stores or to meet shipping orders.
- Maintaining high standards of care for fruit while in coolstorage to ensure all quality requirements and protocols in accordance with Seeka's Best Practice are met.
- Manage the repairs and maintenance programmes and ensuring they remain cost effective within budgeted requirements, recorded and advised as required to Regional Manager.
- Manage coolstore alarms by taking appropriate action to correct alarm alerts and attend after hours call outs if required.
- Manage the budget for the site ensuring labour costs are within targets and spend is kept within budget
- Responsible to advise Zespri QA's when stores are due to be used for fruit storage and assist QA's during audits of each store.
- Understands plant and machinery basic requirements for the site, and is able to fix basic faults
- Assist and relieve at other coolstore sites when required.

- Set up and run repack/rework operations in conjunction with other departments
- Any other duties as reasonably required

KEY MEASURABLES

- Operational running of the coolstore is efficient, fruit is stored for optimal returns, all processes and systems are adhered to
- Issues are communicated quickly to the appropriate level of management
- Temperature and ethylene monitoring specifications meet standards expected

KEY RESPONSIBILITY: Site Safety

DUTIES

- All sites are maintained to ensure all plant rooms, stores, yards and canopy areas are safe, clean and tidy and meet OSH and company requirements.
- Ensure forklift and pallet trolleys are operated at all sites in accordance with OSH and company policies, which ensure safe operation and maintenance is undertaken as appropriate.

KEY MEASURABLES

- Site remains clean and tidy at all times
- Seeka H&S policy is followed, all accidents and incidents are reported

KEY RESPONSIBILITY: People Management

DUTIES

- Responsible for the leadership and management of the team
- Work in conjunction with the Employment Officer to ensure correct levels of staffing
- Train staff on SOP's for Coolstore, H&S requirements and give on the job training as required

KEY MEASURABLES

- Staff are well trained and understand their role and the consequences of their actions
- Correct staffing levels are assessed regularly ensuring site remains within budget and turnover is low

KEY RESPONSIBILITY: Inventory Management

DUTIES

- Ensure timely dispatch of inventory to meet shipping orders and internal transfers to other company sites.
- Maintain the storage standards for all products in cool storage to minimize fruit loss and ensure all quality policies, procedures and protocols in accordance with Seeka's best practice are achieved.

KEY MEASURABLES

- Fruit loss is within determined targets

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Budgeting: Experience managing and working within a set budget
- Licences: ZAP Requirements, Forklift OSH Certificate, Growsafe, CCP6, CCP7
- Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry, understanding of the physiology of the fruit and specific experience working with temperature controls, and tracking software, understanding of the impact of minor changes to the plant processes
- Software/Technology: Previous experience using software and other computer based technology either in Seeka specific programmes or using a similar software platform
- People Management: Experienced in best practice HR, managing people effectively in order to achieve business objectives
- Role specific knowledge: 5+ years in a similar role, or with the necessary key transferable skills, has knowledge of BRC compliance requirements and Eurepgap procedures

PERSONAL ATTRIBUTES

- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues and the public).
- Leadership/Influencing others: Can articulate a common vision and provide others with a sense of direction. Able to persuade, convince, influence or impress in order to gain support or to have a specific impact on others.
- Problem solving skills: Identifies the root causes and breaks the problem down into the key issues. Grasps new concepts and can see the problem in relation to the bigger picture. Generates multiple explanations and solutions.
- Self-motivated/Self-managed/Self-starter: Has an underlying concern for doing things better. Is self-driven, self-motivated and enthusiastic.
- Flexible/Adaptive/Resilient: Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change.
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business

SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.

_____ Date:

Signed in agreement by the employee

_____ Date:

Signed on behalf of Seeka Limited