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**POSITION DESCRIPTION**

**Job Title: Line Manager**

**Department: Post Harvest**

**Location: Katikati**

**Reports to: Packhouse Manager**

**Number of direct reports:**

**ROLE OBJECTIVE**

These key roles are responsible and accountable for the people management, safety and general performance of the specified packing line and repack operation.

**KEY RESPONSIBILITY:****DUTIES**

- Ensure the safety of our people, product and assets by ensuring the Company's Health and Safety policy is implemented and communicated to all line staff.
- Manage lead and guide line supervisors and line staff.
- Monitor and maintain quality specifications of lines of fruit from allocation to production line, through to the supply to marketer.
- Work with the Employment Officer to ensure the line is adequately resourced with staff.
- Ensure all Supervisors are properly trained and that they train their respective teams.
- Resolve conflict and deal with disputes in accordance with Seeka's employment and disciplinary code.
- Ensure that Food Safety standards are adhered to and all areas of responsibility are compliant.
- Ensure that Pack plan instructions from the Packhouse & Site manager are adhered to.
- Support Packhouse & Site manager as needed to ensure that fruit is in specification and ready for supply to marketer.
- Ensure that all data for grower line reporting is completed accurately and passed on to the data team for compilation.
- Optimize available technology and plant.
- Ensure the specified line plant is properly maintained and in optimum working order.
- Build rapport with team leaders and staff on the production line.

**KEY MEASURABLES**

- Achievement of agreed budgets within areas of responsibility
- Meeting agreed production throughput targets
- Plant in area of responsibility is maintained and in optimum working order

- Quality and technical specifications meet standards expected
- Achievement of quality outcome with regard to the fruit packed
- Maintaining Health and Safety records to ensure minimum accidents/incidents
- Effective leadership of the team ensuring seasonal staff turnover is minimized.

## TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Microsoft Office Suite: Basic
- People Management: Experienced in leading & managing people effectively in order to achieve business objectives
- Reporting: Experience producing accurate reports to set criteria
- Role specific knowledge: 2 + years in a similar role, practical post harvest knowledge
- Health & Safety: Awareness of H&S legislative requirements, and experience in the implementation of these
- Industry Knowledge: Experience working within kiwifruit and avocados, horticulture or primary industry
- Process Implementation: Experience implementing company process or policy
- Numeracy: Experience working with and a good understanding of financial information

## 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.
- 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.
- Team player: Able to work effectively with others to achieve an optimal outcome.
- 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
- Decision Making: Ability to make sound, informed decisions quickly and to take ownership of these decisions and their outcomes

## 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. I understand that this position description may be reviewed as required and changes any changes considered appropriate, will be done in consultation.

\_\_\_\_\_ Date:

Signed in agreement by the employee

\_\_\_\_\_ Date:

Signed on behalf of Seeka Limited