

POSITION DESCRIPTION

Job Title: Quality Supervisor

Department: Post Harvest

Location:

Reports to: Quality Manager

Number of direct reports:

ROLE OBJECTIVE

To sample and check product to ensure it meets Zespri Quality Manual Specifications and DQS and to ensure the quality area is focussed on:

- Maintaining good practices
- Facilitating change to achieve quality
- Providing assurances that ZIL export standards are being met
- Overseeing fruit quality at site level

KEY RESPONSIBILITY:

- To assist with training of new QC's to ensure site quality team is maintained and experienced
- Oversee and check the set up of the QC area for equipment, calibration of scales and penetrometer, stationary, forms and files
- Supervision of Q.C's and liaise with Packhouse manager, grading and packing supervisors and documentation staff
- Monitoring of Grower MU
- Oversee all on HOLD product and ensure audit trails
- Ensure record keeping and filing is correct and consistent
- All records are following Seeka procedures and Zespri Quality Manual requirements
- Management of quality manual systems and compliance
- Maximize fruit quality at site level
- Minimize loss of export fruit to waste through poor grading performance – through the reject analysis (noting that QC's are responsible for the graders).
- Understand Health and Safety requirements with special attention to OOS strains etc..
- Maintain plaster register and comply with food safety rules and standards

Key Measurements:

- Pre-set quality standards are recorded and reported against
- Non-compliances within targets
- Assist Quality Manager in identifying and training new Q.C.'s
- Manual updates completed in a timely manner
- Effective working relationships with Site Management and Key Staff
- Fruit loss due to over-grading <1%.

- Repack due to product being out of grade for Packing Defects <2%.

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- People Management: Experienced in best practice HR, managing people effectively in order to achieve business objectives
- Software/Technology: Previous experience using software and other computer based technology either in Seeka specific programmes or using a similar software platform
- Role specific knowledge: Qualified under the Zespri guidelines and Seeka quality standards and best practices (Seeka DQS)
- Health & Safety: Awareness of H&S legislative requirements, and experience in the implementation of these
- Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry

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 managers, employees, growers).
- 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 Problem solving skills: Identifies the root causes and breaks the problem down into the key issues.
- 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 adjust to unexpected change.
- Team player: Able to work effectively with others to achieve an optimal outcome. Able to interpret the feelings, unspoken concerns, desires, strengths and weaknesses of others.
- Strong written communication skills: Able to express in a written form the key information in a succinct and professional manner.
- Energy and enthusiasm: Excited, positive and motivated to be involved and get started.
- 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