

JOB SPECIFICATION

Job title:	Packhouse General Operative ("Packer")	Department:	Packhouse
Reporting to:	Packhouse Supervisor/Team Leader	Site:	Aldergrove

Job purpose:
To pack fruit as directed the Supervisor (Team Leader) / Team Manager. To pack fruit to the quality and the specification needed by the Customer.

Responsibilities:	
Packing	<ul style="list-style-type: none"> • Pack product into the punnets/boxes/bags as required by the product specification. • Follow on the weigh, colour, quality, quantity and other specification related guidance applicable to the packed produce. • Grade, cut, count, separate, add, remove, place product on the line and or into the packaging, where/if required. • Label produce. • Stack packed trays of produce onto pallets, dollies as per protocol.
People	<ul style="list-style-type: none"> • To work on your own or as a part of the team on the packing line. • To observe start and finish times, inclusive of breaks. • Train new operatives. • Follow on, support in creating Standard Operating Procedures (SOP).
Hygiene/ Food safety	<ul style="list-style-type: none"> • To report to the Team Leader any issues with the quality of the product (i.e. splits, discolorations, mould, wrinkles). • To follow all food hygiene related protocol, to include (but not to be limited to): wearing hair covering, overalls, reporting illness as per procedures, do not wear perfume and jewellery while at work. • Adapt 'clean as you go' approach. • Keep your work area clean and tidy at all times. • Adhere to all safety notices displayed within the production area.
Machinery/ tools	<ul style="list-style-type: none"> • To use Average Weight System (AWS), if available. • To use secateurs to cut the produce in line with the product specification. • To use the clipper to seal the bags of produce, if required. • To use dollies to move the produce from one place to another. • To operate manual pump-truck, if the relevant training has been given. • To empty and clean waste bins.
Product/ brand	<ul style="list-style-type: none"> • To make sure the quality of product packed meets the standards laid out in the clients' product specification. • To remove any product that does not meet customer specification and dispose of in the bins provided. • Do not use mobile phones and/or any type of the recording equipment in the production area due to brand integrity rules.
Health and Safety	<ul style="list-style-type: none"> • Ensure all tasks are performed safely. • Ensure all food safety as well as hygiene requirements are followed. • Accident's reporting. • To make sure full and proper use of (and not misusing) all safety and protective equipment and clothing.

Values: TRIBE	
Tenacity	We are driven, determined and do not stop until we achieve our goals. We take ownership in everything we do.
Relationships	Trust, respect and fairness is at the heart of our team. We are always approachable and believe in building long-lasting partnerships with our people, customers and suppliers. We care about our community and want to succeed so we can give to others.
Integrity	We take great pride in approaching everything we do with honesty and professionalism. We are open, ethical and fair and use our judgment to do the right thing.
Brilliance	We constantly push ourselves to be the best in everything we do, combining our knowledge and attention to detail with innovation and the creativity it inspires.
Energy	An energetic excitement runs through our team. We are a quirky tribe of passionate people who thrive off each other's energy, embracing change and pushing ourselves to reach new heights. Above all, we have fun and love what we do.

Role Accountabilities:	
1	Technical Integrity - Ensure that food safety and product specifications are met
2	Process performance - Contribute effectively so the whole packing line deliveries high quality product, that the packing lines runs effectively and on target
3	Communication - Liaise regularly with the Supervisor (Team Leader), Team Manager and Packhouse Manager as well as QC-s.
4	Health, Safety & Hygiene - Ensure all Health, Safety and Hygiene procedures are followed
5	Continuous Improvement - Contribute to improvement activities and high audit standards
6	Key Performance Indicators - Understand KPIs and how to improve results

Received By:		Date:	
Name in CAPITALS:			