|  |  |
| --- | --- |
| **Position Title** | Packing Team Leader |
| **Company** | CAJ van der Voort Packhouse |
| **Employee Status** | Seasonal Position |
| **Reports to** | Packaging Team Supervisor |

|  |  |
| --- | --- |
| **Position Summary** | Organise staff and materials, ensuring an organised the manual supply of packing material |

|  |  |
| --- | --- |
| **Key Result Area** | **Responsibilities / Typical Activities** |
| **Strategic**  |  |
| **Operations**  | * Advise Packing Team Supervisor of supplies required
* Inspect incoming packaging for contamination and foreign material, reporting and recording any incidents
* Count contaminated/damaged products, report to management and destroy offending material.
* Ensure, correct pack type and brand are being used, trays are being feed in the correct sequence, tray count size and carton inners & outers match Packing plan for count size, grade and exporter.
* Maintain material records, for product batches and introduction into production line.
* Stack surplus packaging outside work area
* Dispose of wrapping in accordance with protocol.
* Keep work area clean and tidy.
* Be prepared to help out in other areas.
 |
| **People Leadership** | * Communicate requirements to tray and carton feeder, quickly resolving issues/problems as they may arise.
* Organise and position personnel to best their ability and production output.
* To lead by example in work ethics, conscientiousness, and punctuality.
 |
| **Financial Management** |  |
| **Quality Systems** | * Follow system protocols, record keeping and maintain appropriate internal audits
 |
| **Health & Safety** | * Follow CAJ van der Voort Health and Safety requirements.
* Report all identified hazards to management.
 |
| **Security** |  |
| **Customer Service / Relationship Management** |  |
| **Education and Experience** |
| **Technical Skills****Competencies** | * Good organisational and communication skills.
 |
| **Key Relationships** |
| **Internal** | **External** |
| Packaging Team Supervisor | Materials Supplier |
| Tray and Carton Feeders |  |
| Sizer Operator |  |
| Phytosanitary Inspectors |  |
| Post Harvest Manager |  |
| Cleaners |  |
| Forklift Drivers |  |
|  |  |