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

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

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| **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 | |  |
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