|  |  |
| --- | --- |
| **Position Title** | **Carton/Box Sealing & Stacking Operators** |
| **Company** | CAJ van der Voort Packhouse |
| **Employee Status** | Seasonal |
| **Reports to** | Systems & Dispatch Coordinator |

|  |  |
| --- | --- |
| **Position Summary** | Operate Carton/Box Sealer |

|  |  |
| --- | --- |
| **Key Result Area** | **Responsibilities / Typical Activities** |
| **Strategic**  |  |
| **Operations**  | Carton sealing * Perform regular maintenance on Carton Sealer as per the maintenance schedule
* Advise Systems & Dispatch Coordinator of any operational issues with Carton/Box Sealer and/or development of new noises.
* Operate Carton/Box Sealers to ensure continuous operations.
* Keep work area clean and tidy, and during any downtime clean and pick up dropped fruit.
* Continually observe for possible product contamination, ie blood, glass, plastic, foreign objects and report any incidents immediately.
* Glue machine operator/s to ensure glue reservoir remains full and glue machine is kept clean and operational.
* Advise Palletisation Team Leader when supplies of glue.

Stacking* Stack all cartons/pack according to count, pack type (grade and exporter) on to the correct pallet.
* Stack cartons/packs in the alignment, as specified by the exporters.
* Check cartons are glued correctly and not sub-standard (without signs of damage, mispacking or blood). Remove faulty products for repacking.
* Advise Palletisation Team Leader when supplies of corner boards and/or clips are running low.
* Keep Palletisation area clean and tidy, cleaning during any down time.

Other* Be prepared to assist in other areas when required.
 |
| **People Leadership** |  |
| **Financial Management** |  |
| **Quality Systems** | * Follow Quality Systems procedures and protocols
 |
| **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** | * Accurately manage repetitive process.
* Alertness to changing workflow patterns in response to variation in the apple sizes.
* Good physical health and fitness.
 |
| **Key Relationships** |
| **Internal** | **External** |
| Palletisation Team leader |  |
| Dispatch & Systems Coordinator |  |
| Health Safety & Compliance Manager |  |
| Post-Harvest Manager |  |