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

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

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| **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 | |  |