



Job Description

Position title:	Packhouse Manager - Kiwifruit / Avocados / Repack
Reports to:	Site Manager
Direct reports:	Production Coordinators, Packaging Coordinator, Shift leaders, Staffing Coordinators
Liaise with:	
Internally	<ul style="list-style-type: none"> • Site Quality Manager • Harvest Coordinator • Coolstore Manager • EDI/EAN Operators • Client Service Team • Supply Manager • Inventory Manager • Other DMS employees • DMS Internal Auditor • Liaise with Avocado Production Lead
Externally	<ul style="list-style-type: none"> • Maf-Roda • Jenkins • Radfords • LRK Traymakers • OPAL Packaging • Zespri, Asurequality, BRC Auditors

Main Purpose

- To ensure all day-to-day operations, Packhouse and Repack related, operate smoothly
- To effectively manage the team of production coordinators throughout the year for the various role
- To ensure packaging logistics coordinator is managing all site day to day needs
- Supervise, support and train staff to maximise efficiency

Please note that due to the nature of the industry there may be a need for additional duties to ensure consistency with workflow through the year

Principal Tasks

Function Description		Packhouse Manager	
Key Result Areas	Actions	Targets and measures [Future goals/objectives and measures]	KPIs [Type of measure of performance e.g. Net profit, Cost per tray, \$ per hectare, Reject rates]
Seasonal planning	<ul style="list-style-type: none"> Develop and implement a detailed labour plan to meet seasonal and operational needs. Identify key staffing requirements for different stages of the production process. Source and recruit qualified candidates for essential roles, ensuring alignment with organizational goals. Ensure optimal utilization of labour resources to maximize productivity and efficiency. 	<ul style="list-style-type: none"> Labour plan completed and communicated to relevant stakeholders. Key staffing needs identified and documented for each production phase. Successful recruitment of key roles, with positions filled. 	<ul style="list-style-type: none"> Percentage of key positions filled on time. Retention rate of key staff during the season. Labour cost per tray/hectare. Productivity metrics, such as units processed per labour hour.
Packhouse operations	<ul style="list-style-type: none"> Ensure adherence to daily plans and pack plan requirements. Communicate daily plans effectively. Organise production staff for required shifts. Liaise with the packaging coordinator for packaging needs. Maintain accurate record-keeping for costs and compliance. Communicate machinery concerns with the engineering team. Support production coordinators in problem-solving. 	<ul style="list-style-type: none"> Suitable staff assigned to all shifts. Throughput targets met. Adherence to product specifications and pack plans. Accurate Freshshift records and BRC compliance. Achieve cost/tray season targets and successful audits. 	<ul style="list-style-type: none"> Cost / tray season target meet Packout reports Internal and external audits
Repack	<ul style="list-style-type: none"> Manage repack workflow and staff assignments. Provide regular updates and feedback on repack needs. 	<ul style="list-style-type: none"> Timely completion of repack orders. Monitored and appropriately charged repack costs. Minimized fruit loss. No DIFOTIS. Top quartile industry performance. 	<ul style="list-style-type: none"> Repack cost reports Quality

Key Result Areas	Actions	Targets and measures [Future goals/objectives and measures]	KPIs [Type of measure of performance e.g. Net profit, Cost per tray, \$ per hectare, Reject rates]
Packaging flow	<ul style="list-style-type: none"> Coordinate with the packaging logistics coordinator for stock levels. Monitor traymaker availability and packaging requirements. 	<ul style="list-style-type: none"> Site packaging needs met. Adherence to pack plans. 	<ul style="list-style-type: none">
Supervision and staff coordination	<ul style="list-style-type: none"> Assist production coordinators in staffing. Motivate and support staff for maximum productivity. Ensure quality and work standards. Participate in staff upskilling and coaching. 	<ul style="list-style-type: none"> Efficient production lines. Staff growth and knowledge acquisition. 	<ul style="list-style-type: none">
Communication	<ul style="list-style-type: none"> Build positive working relationships for engagement and productivity. Share information across shifts and sheds. Interact with growers and relay crop information. Ensure regular Pitstop and Haka meetings. 	<ul style="list-style-type: none"> Regular team meetings. Successful grower visits. 	<ul style="list-style-type: none">
Health & Safety	<ul style="list-style-type: none"> Investigate accidents and implement controls. Ensure staff awareness of health and safety procedures. 	<ul style="list-style-type: none"> Staff trained in DMS procedures. No serious incidents. 	<ul style="list-style-type: none">
Quality and Compliance	<ul style="list-style-type: none"> Comply with BRC, Biogro, OSH, Zespri, AsureQuality standards, and DMS H&S procedures. 	<ul style="list-style-type: none"> Adherence to quality and compliance procedures. Minimised non-compliances. 	<ul style="list-style-type: none">

Supporting Tasks.

Staff leadership and coordination

- Provide clear leadership and direction. Inspire confidence and motivate team.
- Act as professional role model to all staff.
- Assist employees to seek responsibility and encourage them to handle tasks in the way they think best.
- Recognise talent in staff and develop and utilise it to the best interests of the business.
- Take action to resolve differences and defuse hostile behaviour; work to achieve resolution of conflict.
- Ensure all staff receive adequate training to carry out their role in a manner that is safe, appropriate, efficient and effective while maintaining a high level of customer service.

Team Culture

- Actively contribute to site and DMS team culture, strategies and initiatives.
- Live the DMS Core Values
- Participate fully in group activities and discussion and share all available information with peers, colleagues and managers.
- Act with dignity and fairness in dealing with others and share information/resources as required.
- Ensure diversity and inclusion is maintained in the workplace.
- Maintain appropriate dress and demeanour and uphold acceptable standards of tidiness and cleanliness in the workplace.
- Ensure confidentiality is maintained as appropriate.

Health and Safety

- Actively promote and ensure H&S compliance in the workplace.
- Promote the safety of staff within your areas of responsibility, including the management of hazards.
- Assist and train staff in terms of organisational systems and health and safety knowledge and basic skills where applicable.

General

- Work with the Site Management team in meeting overall business objectives.
- Maintain a customer focussed approach, representing customers best interest at all times.
- Take initiative in promoting DMS and its services at appropriate opportunities.
- Maintain appropriate dress and demeanour and uphold acceptable standards of tidiness and cleanliness in the workplace.

Projects and Administration

- Undertake projects as requested from time to time, ensuring this is done in a manner that shows initiative and will ensure self-development.
- Complete forms, reports and other paperwork promptly, clearly and accurately.

Person specification

	ESSENTIAL	PREFERRED
Qualification		<ul style="list-style-type: none"> Relevant tertiary qualification
Experience	<ul style="list-style-type: none"> Experience in leading and motivating a production team to meet objectives. Experience in kiwifruit industry and production operations. 	
Skills	<ul style="list-style-type: none"> Strong analytical skills Strong problem-solving capacity Accuracy and attention to detail High-level written and verbal communication Critical thinking ability Project management skills 	
Attributes	<ul style="list-style-type: none"> Flexibility and adaptability Initiative and ability to work under pressure and to tight deadlines Ability to communicate complex ideas to others 	