



Job Description

Position title:	Grading Supervisor
Reports to:	Site Quality Manager
Direct reports:	N/A
Liaise with:	
Internally	• Site management • Production Supervisor • EAN Operators • Packing Supervisor • Other DMS employees • Quality Controller
Externally	• Zespri QA and PA's • Asure Quality • Nutrikiwi • NZ Avocados • Avoco

Main Purpose

To provide effective leadership and supervision of the grading operation by developing a high-performing team, delivering quality that consistently meets customer and export market requirements while maintaining operational efficiency.

Please note that due to the seasonal nature of the industry, at times there is a need for additional duties to ensure consistency with workflow to meet business requirements.



Principal Tasks

Function Description	Grading Supervisor
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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]
	1. Ensure all sampling and monitoring is completed according to ZIL, and MPI, NZ Avocados and DMS Standards. 2. Communicate to Quality Manger, Graders & Production Team 3. Coordinate with the Production Co-Ordinators and the Quality department to achieve maximum results in all classes of fruit. 4. Ensure all documentation records are complete and accurate and comply with ZIL, MPI, NZ Avocados and DMS standards. 5. Always ensure compliance with BRC requirements. 6. Ensure compliance with OSH per company policy. 7. Ensure fruit is packed to MPI, NZ Avocados and DMS requirements in the most cost-effective manner. 8. Ensure accurate grading according to customer and export specifications.	DMS season shed targets relating to Quality Grade, Class 2, Class 3 and Rejects. No major noncompliance's Obtain and maintain CCP's and Approved Inspector	All targets met, prior to the season.



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	9. Supervise, train, and motivate grading staff across the Site and shifts, manage staff performance and promote a positive team culture. 10. Understand and Utilise MAF GS7, to ensure grading is achieved for the best outcome and results. 11. Lead PPI teams effectively across the Site operation.		



Supporting Tasks

Leadership

- Provide leadership and direction to seasonal staff as required.
- Act as professional role model to staff.
- 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.
- Actively promote a Food Safety Culture

Team Culture

- 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.

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

- Assist the Quality Manager and Management team in meeting overall business objectives.
- Maintain a customer focussed approach, always representing customers best interest.
- 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		• Experience within the Kiwifruit Industry
Experience	• Previous Quality Controller experience • Preferably experience in fruit handling and grade standards. • Maintain high-Quality fruit standards. Maintain & Coordinate grading staff to achieve daily production targets while experience in horticulture, packhouse, or food processing operations.	• Knowledge of process and grade standards.
Skills	• Strong leadership and communication skills. • Good computer literacy and reporting skills. • Ability to troubleshoot. • Ability to work under pressure in a fast-paced environment. • Quality assurance and export compliance. • Staff training and mentoring. • Also include "Ability to learn and develop computer and / or software skills"	
Attributes	• Strong leadership and supervisory skills. • Excellent communication. • Able to work effectively under pressure and meet deadlines. • Quality focused. • Attention to detail • Problem solving. • Honest, trustworthy, and professional. • Able to manage multiple priorities in a fast-paced environment.	