

A2: Job Descriptions

Job Titles

Floor Quality Controller

Floor Assistant ***Machinery Maintenance Person***

Sorter

Feeder

Forklift Operator

Boxer

Weigher

Dispatcher

Cool Store Stacker

Cleaner

Floor QC

Duties and Responsibilities

Duties:

- Be able to work in a team environment
- Check sorters fruit for quality.
- Help the sorters meet the standards
- Communicate in a helpful manner
- Report problems/concerns to head QC
- Roll fruit into flumes

Responsible to: Head QC

Floor Assistant Machinery Maintenance Person
Duties and Responsibilities

Duties:

- Maintain and regularly check all Packhouse equipment both before and during the day's packing. This includes checking pre-cooler, cool store and hydro-cooler water temperatures and recording the temperatures every 2 hours.
- Start up and close down the coolant pumps, etc in preparation for, and at the end of, the day's packing.
- Oversee the sizer for blockages, buildup of cherries to ensure as much as possible there is no downtime.
- Regularly check and record any critical equipment as directed by Packhouse Floor Manager and immediately report any issues of concern.

Responsible to: Packhouse Floor Manager

Liaise with: Head QC

Feeder
Duties and Responsibilities

Duties:

- Maintain a steady supply of buckets to sorters, keeping one bucket ready for each sorter approximately 1m behind each sorter.
- When placing a bucket behind each sorter, click sorter's quota docket.
- Remove any full buckets of waste cherries from sorting tables and replace with an empty one. Waste buckets to be placed beside waste weigh station.
- Stack empty buckets in bin and remove empty bin to make room for next bin.
- Weigh waste cherry buckets at the end of a batch and record date, time, Batch Number, gross weight and number of buckets on Waste Chart on wall.
- Any other duties as directed by the Packhouse Floor Manager.

Responsible to: Packhouse Floor Manager

Boxer
Duties and Responsibilities

Duties:

- Make up boxes as required, feed boxes to each weigh station and maintain a supply of boxes on conveyors.
- Any other duties as directed by the Packhouse Floor Manager.

Responsible to: Packhouse Floor Manager

Weigher
Duties and Responsibilities

Duties:

- Be able to work in a team environment
- To zero weigh station at regular intervals
- To ensure boxes have liners and soak pads?
- Must rotate from weigh station to weigh station (some station are faster than others)
- All weigh staff must sample fruit for quality and size
- Weigh staff must be at their station at all times
- Damage fruit etc must be kept off the floor and disposed of into appropriate bins
- To report to head QC with any problems/concerns
- Ensure coolstore staff are made aware of batch changes by using a marked box which will be put through after the last batch box.

Responsible to: Head QC

Dispatcher
Duties and Responsibilities

Duties:

- Receive clear, written instructions from Packhouse Manager as to the destination and quantities of cherries for the day's consignment.
- Coordinate the stacking of pallets or storing of boxes in designated areas within the cool store.
- Complete all necessary paperwork relevant to the dispatched cherries, check the palletised boxes match the documentation and check every pallet or consignment of cherries has the appropriate documentation attached.
- Insert one temperature probe into each pallet and record the temperature as the pallet is being dispatched.
- Instruct Cool store staff when necessary to ensure pallets are stacked, strapped and ready by the freight forwarder's deadline.

Responsible to: Packhouse Floor Manager

Responsible for: Cool Store stacker(s)

Liaise with: Packhouse Manager

Cool Store Stacker
Duties and Responsibilities

Duties:

- Lid the boxes as they enter the cool store and stack, either directly on to pallets or into designated positions within the cool store as directed by the Dispatcher.
- Strap pallets once they have been checked by the Dispatcher.
- Any other duties as directed by the Dispatcher.

Responsible to: Dispatcher

Cleaner
Maybe split into 2 –general and packhouse?
Duties and Responsibilities

Duties:

Ablution Block:

Daily

- Clean all toilets, showers, hand basins, floors in each of the three rooms (mens, women and disabled)
- Check sufficient toilet paper is in each toilet

Offices, Locker room, Hall, Sick Bay

Weekly

- Vacuum floor

Cafeteria

Daily

- Sweep/vacuum floor
- Clean kitchen benches and sinks
- Clean microwave and oven

Packhouse

Daily, at the end of the day

- Empty all rubbish bins in offices and Packhouse.
- Clear all equipment of debris, including careful clearing of flumes, sizer, elevators, hydro-cooler and weigh station conveyors
- Sweep the whole packhouse floor of all cherries and other debris
- Waterblast packhouse floor around the equipment
- Carry out any other equipment cleaning as directed by the Floor Manager

General

- Inform the Packhouse Manager when cleaning supplies, etc are low and need replenishing. This includes providing a written list of supplies requested.
- Any other duties as directed by the Packhouse Manager.

Responsible to: Packhouse Floor Manager

Tea Person
Duties and Responsibilities

Duties:

- Prepare cafeteria for all breaks (morning, lunch, afternoon).

This includes:

- Making sure there is sufficient tea, coffee, milk and biscuits out for the two tea breaks and that the hot water is turned on.
- Making sure there are enough clean cups/glasses.
- Coordinate the breaks with the breaks on the Packhouse floor. This will require communicating with the Floor Manager as some breaks may be planned to coincide with batch ends, etc.
- Liaise with the Floor Manager if a break/s are to involve a split tea break for staff.
- Clean up after breaks and load/unload the dishwasher as required.
- Maintain adequate supplies of food and drinks and inform the Floor Manager of what is required when supplies need to be replenished

Responsible to: Floor Manager

First Aider Duties and Responsibilities

A First Aider can be any member of the staff who is so designated by the Packhouse Manager and who holds a current First Aid Certificate.

Duties:

- Provide first aid care to any employee or visitor who is sick/injured.
- Advise the Packhouse Manager of the accident/injury/sickness and to organise the appropriate care/attention for the patient. This may include asking for more staff assistance or informing the Packhouse Manager to call for more medical assistance (e.g. an ambulance).
- Advise the Packhouse Manager when the patient is fit to go back to work. If the patient requires monitoring, or stays in the First Aid Room for a period of time, this would best be carried out by the First Aider. If this is not possible, organise a staff member to be responsible for this task.
- Liaise with the Floor Manager so that he/she is able to maintain the smooth operation of the packing chain during the period of patient care.
- Tidy First Aid Room after attending to a patient. This includes checking the First Aid Kit and reporting to the Packhouse Manager any supplies urgently required.
- Fill in the accident register with all the details required.

Responsible to: Packhouse Manager

Liaise with: Floor Manager