

Position Description

Position Title:	Post-Harvest Coordinator	BU:	Mushrooms
Classification:	Supervisor	Approved By:	D. Kansak
Department:	Prepack & Warehouse	Date Approved:	December 2024
Reporting To:	Harvest/Post-Harvest Manager	Version:	V1
Location:	Casuarina	Review Date:	December 2025

1. Basic Purpose of Position:

To lead and oversee the daily and weekly operations of the Post-Harvest teams within Prepack and Warehouse, ensuring the Company WHS policy is always adhered, hygiene levels are of a high standard, freshest quality maintained, and production targets are met. Support the delivery of speed to fridge, accurate palletisation, correct storage and rotation of product, accurate and efficient order assembly and efficient loading and unloading of trucks. Liaise with Harvesting & Sales at regular intervals confirming that all customer updates are accounted for and updated in the daily plan.

2. Key Accountabilities and Responsibilities:

Accountability and Expected Result: (What you do/How you Do It/Why You Do it)	Performance Measures: (How you can tell you've done it)
<p>Provide daily operational plans that meet the requirements of internal customers and enable successful realisation of operational plans – daily/weekly/monthly while complying with company policy.</p> <p>Production orders are made on time and if there are any shortages that these are reported.</p> <p>Ensure organisation and set up of the Prepack and Warehouse area to maximise efficiencies and enhance workflow.</p> <p>Resolve daily workflow issues ensuring efficient and safe operation.</p>	<p>Efficiency rates are met.</p> <p>Production orders are met.</p> <p>Improvements in operational results.</p> <p>Compliance with audits.</p> <p>Accurate stock allocation.</p> <p>Issues resolved as they arise.</p>
<p>Monitor progress of orders throughout the day & report to all relevant teams.</p> <p>Accurate assembly of orders.</p> <p>Liaise with all relevant departments to always ensure sufficient stock on hand.</p> <p>Monitor wrapped stock levels as indicated in the daily stock counts and compared to production runs, ensuring no stock is over made.</p> <p>End of month stocktake</p>	<p>Orders are filled and/or reported if unable to be met.</p> <p>Pulls orders accurately in preparation for prompt shipment and verifies and enters receipt of incoming shipments.</p>
<p>Utilise labour effectively and ensure that labour costs are within specified budget.</p> <p>Ensure rosters and attendance reports are completed.</p>	<p>Rosters and reports completed in a timely manner.</p> <p>Labour costs within budget requirements.</p>
<p>Ensure that stock is counted, stored, replenished and rotated in the Warehouse/stockroom/fridge on a daily/weekly basis.</p> <p>Storage of all palletised stock in allocated racks.</p> <p>Daily and/or as required stock count of all stock within the cool room.</p> <p>End of month stocktake.</p>	<p>Accurate and timely rotation of stock.</p> <p>Accurate allocation of stock in racks with rack identification to correspond with contents.</p> <p>Accurate and timely completion of all cyclical stock counts.</p>

Document all Maintenance issues via company's maintenance management system (MEX).	MEX requests are submitted in a timely manner. Maintenance issues are escalated as required.
Checking of PO's and delivery dockets of Raw Materials. Timely and accurately signing off receivals.	Discrepancies in Raw Material PO's and delivery. dockets escalated and rectified ASAP.
Managing the performance of the team and each individual team member as required, addressing issues as they arise and ensuring that the correct documentation is completed. Dealing with and addressing any HR related issues in the team in a timely and discreet manner.	Performance management if/when required. Issues resolved as they arise. All performance related issues are documented and sent through to relevant Supervisor/Manager/HR.
Operate plant and machinery in a safe and efficient manner. Safe Operating Procedures documented and up to date. Report immediately any incidents, injuries and hazards and participate in hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes.	Safe Operating Procedures followed. Safety and Quality Audit compliance.
Support Costa employees and managers to achieve best practice HS&E, Injury Management, Communication & Collaboration, EEO, Diversity, Food Safety and Quality Assurance, Customer Service and Continuous Improvement.	Be familiar with, understand, implement, and consistently comply with all company policy, management systems, standards, and procedures within your organisational area of responsibility. Complaints and/or incidents and issues understood and reduced/minimised and managed.
Support Costa values and principles.	Ensure that behaviours outlined in Costa vision and values are fostered and practiced.

3. OHS&E Responsibilities:

Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees.

Demonstrate leadership and commitment, while being accountable for the workplace health and safety performance of your area of responsibility.

Ensure all practicable steps are taken to eliminate or control hazards within the workplace through the process of hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes within your area of responsibility.

Support solutions and process modifications that eliminate or minimise the risk of injury to employees, damage to property and other assets, within your area of responsibility.

4. Key Challenges:

- Labour costs are within specified budget.
- Organisation and prioritisation.
- Ensuring all deadlines, budgets and quality standards are consistently met.
- Ensuring any problems that arise within the team are dealt with efficiently and effectively.
- Working in a cold environment for prolonged periods.
- Establish positive relationships with workgroups and department managers.
- Managing and resolving conflict and disciplinary issues as they arise.
- Ensure satisfactory service levels for internal and external customers.
- Maintain high operating performance levels and meet all time deadlines.
- Manage varying and conflicting demands to meet agreed standards and timelines.
- Open communications with supervisors, workgroup and other necessary departments.
- Ensure accuracy and attention to detail.
- Providing accurate and timely information, feedback and guidance when required.

5. Personal Profile:

Core Values	<p>In performing the requirements of this position, the incumbent will follow the 'Core Values' which defines the way we work at Costa:</p> <ul style="list-style-type: none"> • Determination – acting decisively and with a sense of urgency. • Passion – challenging the status quo and acting with energy and enthusiasm. • Accountability – focusing on outcomes and delivering on commitments. • Sincerity – acting boldly in an open, honest, and responsible manner • Respect – treating others as we expect to be treated in attitude, communication, and personal safety. 	
Qualifications/Licenses	<ul style="list-style-type: none"> • HACCP (desirable) • Forklift license (preferred) 	
Work Experience	<ul style="list-style-type: none"> • Previous experience in a food/FMCG environment (preferred). • Previous experience in similar role (preferred). • Prior leadership experience (essential). 	
Competencies Skills/Knowledge/Abilities	<ul style="list-style-type: none"> • Advanced level of English language skills. 	
Personal Attributes/ Behavioural Requirements	<ul style="list-style-type: none"> • Team Leadership • Cultural Awareness • Conflict Management • Results orientation • Open & transparent communication • Teamwork and Cooperation 	<ul style="list-style-type: none"> • Develops Team • Planning and organising • Ability to convey messages accurately • Attention to detail

7. Organisational Relationships

<ul style="list-style-type: none"> • This position is required to develop strong, communicative, and collaborative working relationships with all internal and external stakeholders. 	
<ul style="list-style-type: none"> • Internal stakeholders: 	<ul style="list-style-type: none"> • Prepack Team • Warehouse Team • Harvest Team • Sales Team • Management
<ul style="list-style-type: none"> • External Stakeholders: 	<ul style="list-style-type: none"> • Suppliers /Contractors

This position description is subject to change in line with ad hoc duties, tasks, and responsibilities.