

Costa Position Description

Position Title:	Pre Pack Team Leader
Department:	Pre Pack
Reporting To:	Post-Harvest Coordinator
Deputy:	All Deputy positions for site are designated within the QA Organisational Chart. Refer to the QA Organisational Chart to determine if a Deputy position is applicable to this role
Location:	Monarto
Reviewed:	Harvest/Post Harvest Operations Manager, June 2023
Version:	V1.0

1. Basic Summary of Position:

To supervise and direct the daily operations of the Pre Pack areas to support the Warehouse departments delivery of speed to fridge. Accurate training and supervision of Pre Pack workers, palletisation, correct grading, storage and rotation of product, accurate and efficient order assembly and efficient product dispatch.

2. Key Accountabilities and Responsibilities:

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<ul style="list-style-type: none"> • To ensure all products are packed as per Company and Customer Specifications • Plan production according delivery priority basis • Responsible for the Hygienic practices of all workers in the Packing Room and Dispatch areas of the Pre-Pack Department • Responsible for product flow and temperature requirements as required by legislation • Responsible for Final inspections and completing final inspection records prior to dispatch or storage of product. • Responsible for the storage of packing materials • Supervising pack room staff with respect to correct packing and grading of product. • Responsible for applying Best Before or Expiry dates to product as per legislation and customer requirements. • Maintaining accurate records. • Responsible for the ordering, receipt and storage of food safe protective clothing, cleaning equipment & chemicals required within the Pre Pack department. • Participate in learning and development initiatives. • Participate in the fostering of an environment that complies with Company policies. • 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. • Support Costa values and principles. • 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. • Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work. • Work in accordance with the policies and procedures of the company, as amended from time to time. • Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others.

- Report immediately any hazards, incidents or near misses.
- Perform only those procedures or tasks for which he/she has received appropriate training and instructions.
- Ensure compliance at all times with Food Safety and Quality requirements throughout employment

3. Key Challenges:

- Establish positive relationships and open communications in the workgroup
- Managing and resolving conflict and disciplinary issues as they arise
- Ensure satisfactory service levels for internal and external customers
- Providing accurate and timely information when required
- Maintain high operating performance levels
- Working within defined time constraints
- Managing varied and conflicting demands to meet agreed standards and timelines

4. Candidate Requirements:

(a) Education, Qualifications, Training:

- Forklift licence preferred

(b) Experience, Skills, Knowledge:

- Previous experience in food industry preferable
- Previous experience in a leadership role preferable
- Ability to understand, follow and train workers in your department against required Quality and Safety work instructions
- Ability to work in a team environment
- Well developed verbal & written communication and interpersonal skills
- Ability to maintain a professional approach and maintain confidentiality at all times
- Excellent time management and organizational skills
- Attention to detail which ensures accurate and up to date records are maintained
- High level computer skills including Microsoft suite.
- Ability to identify and resolve problems effectively and efficiently.
- Strong analytical and problem-solving skills.
- Ability to focus and balance multiple tasks and interruptions to achieve delegated tasks within agreed timeframes
- Demonstrated ability to learn new skills
- Demonstrated excellent literacy and numeracy

(c) Competencies/Character Qualities/Values:

- 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.