

## Role Profile

---

**Job Title:** Packhouse Manager  
**Department:** Production  
**Reports To:** General Manager  
**Ref:** Ref-156, V2- 08 Jun 2021

---

### Role Overview

The Packhouse Manager will organise & control the activities of a team of packing staff to ensure that the highest levels of Customer Service are achieved whilst operating at the lowest unit cost within budgetary constraints & observing Company policies & procedures.

### Main Duties

- Organise, motivate & control the packing team to achieve the lowest unit cost of production through the effective control of the team by maximising productivity, minimising non – productive time & absenteeism while operating within Company policies & procedures
- Organise, motivate & control staff to ensure that the maximum use is made of all raw materials to reduce wastage to the lowest practicable levels commensurate with productivity
- Ensure that progress against the day's agreed packing plan is monitored throughout the shift and where deviations are found act to correct them and communicate such deviations & any revised plan to the General Manager
- Implement random & routine checks as are necessary to ensure that product is packed & handled in accordance with customer & Company requirements (product quality and weights)
- Ensure that work activities in the Packhouse are commensurate with the Company's requirement to achieve high Customer Service levels & report to the General Manager any issue that may affect the Company's ability to fully meet Customers' requirements
- Ensure accurate recording of Packhouse data
- Provide accurate actual & forward daily attendance projections for each member of the team
- Deal with staff queries, issues and grievances in a fair, reasonable and efficient manner
- Communicate effectively with staff to ensure they are fully briefed on relevant issues
- Manage the Quality Assurance function (QA Manager will report directly to the Packhouse Manager)
- Ensure all activities are carried out in accordance with the Company's Food Safety Policy and all other associated legal & customer requirements
- Maintain excellent housekeeping standards
- Act as lead in all 3<sup>rd</sup> party/customer/production related audits
- Ensure the requirements of the Company's Health & Safety Policy are achieved and to promote the achievement of high standards of health & safety standards through the adoption of good work practices & proper investigation of accidents
- Ensure that matters that involve a breach of Company rules/standards are actioned in a timely fashion
- Other duties as assigned by the General Manager

This is not an exhaustive list and is subject to change and amendment.

**Competencies to perform the role**

- Excellent communication skills, good interpersonal and presentation skills
- Be able to demonstrate robust leadership skills
- Commercially aware
- Conscious of the needs of our Customers
- Ability to work on your own initiative

**Experience and Qualifications**

- Knowledge of agricultural processes and production systems would be beneficial
- Proficient in Polish and English language