

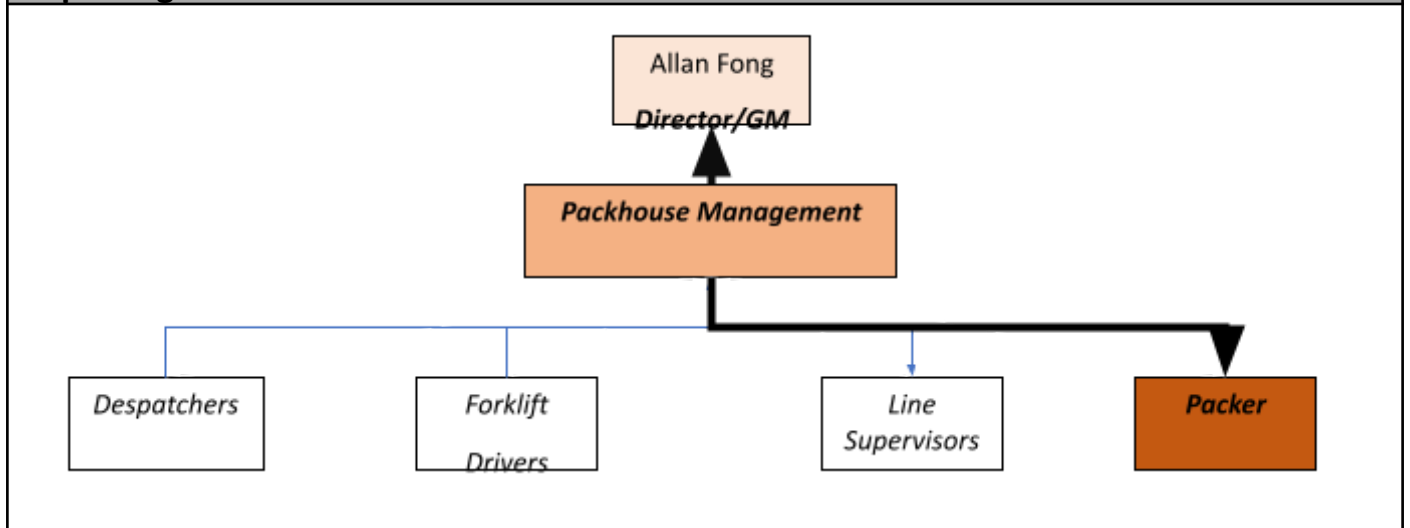
JOB DESCRIPTION

Job Title:	<i>Packer</i>	
Team:	Packhouse	
Reports To:	Packhouse Management	
Direct Reports:	Nil	
Key Relationships:	Internal	External
	<ul style="list-style-type: none"> ▪ Packing Team ▪ Line Supervisors ▪ Despatch ▪ Packhouse Manager, 2IC, 3IC ▪ Health and Safety Manager ▪ Allan Fong (Director/GM) 	<ul style="list-style-type: none"> ▪ Nil

Role Purpose

Process and pack vegetables to a consistently high standard to ensure the reputation of The Fresh Grower as a grower and supplier of premium vegetables is maintained, and our customers' expectations are met and surpassed.

Reporting Lines



Person Specifications

Qualifications	Nil
Experience	Nil
Attributes	<ul style="list-style-type: none"> Fit with ability to do physical work (lifting up to 15kgs) Reliable with a great work ethic Hard working positive attitude Ability to work well in a team environment Ability to speak and understand English is desired

KEY RESPONSIBILITIES

Responsibilities	Expectations
Vegetable grading	> Appropriate identification and disposal of poor-quality produce as per training
Vegetable processing	<ul style="list-style-type: none"> > Produce is processed and trimmed as per training > Produce is handled with care to minimise damage and help maintain quality for customers > Trimming knives are used as per training and knife policy. Knives are accounted for at all times
Packing and labelling	<ul style="list-style-type: none"> > Accurate weighing of produce > Correct labelling of produce > Double crating > Pallet wrapping crates to ensure safe and secure loads
Cleaning	<ul style="list-style-type: none"> > Maintain clean and tidy work area free of trip/slip hazards > Work as team in daily cleaning and sanitising of packing rooms > Knives are cleaned and sanitised as per knife policy and training
Food Hygiene	<ul style="list-style-type: none"> > Abiding by all food hygiene policies <ul style="list-style-type: none"> - Jewellery Policy - Handwashing Policy - Food and Drink Policy - Mobile Phone Policy > Correct clean PPE is worn all times > Disposable PPE is removed before leaving Packhouse, new PPE put on on entry to Packhouse > High level of personal hygiene, clean clothing, clean short nails, clean hair tied back, at all times.

HEALTH AND SAFETY RESPONSIBILITIES

Key Responsibilities	Expectations
Health and safety legal responsibilities	<ul style="list-style-type: none"> > Take reasonable care of your own health and safety > Take reasonable care that what you do or don't do, does not adversely affect the health and safety of others

	<ul style="list-style-type: none"> > Comply with any reasonable company workplace health and safety procedure > Comply with any reasonable instructions given by the business or management
Safety accountability	<ul style="list-style-type: none"> > Comply with site safety rules > Comply with company health and safety policies
Safe work environment	<ul style="list-style-type: none"> > Report all workplace health and safety incidents, injuries, close calls as soon as possible > Report workplace hazards as soon as possible > Defective tag out broken or malfunctioning equipment until supervisors have been notified
Personal Protective Equipment (PPE) Use	<ul style="list-style-type: none"> > Correct PPE is worn at all times > PPE is looked after and maintained > Advise management of ill fitting, damaged or faulty PPE
Health of self and others	<ul style="list-style-type: none"> > Stay away from work if sick, phone or text your manager as soon as possible > Abide by handwashing policy and procedure
COVID-19 (Pandemic)	<ul style="list-style-type: none"> > If experiencing cold or flu symptoms, individual must stay away from workplace, notify management and get a COVID test > DO NOT RETURN TO WORKPLACE UNTIL NEGATIVE COVID-19 TEST RESULT IS RECEIVED AND PROOF IS SENT TO MANAGMENT > Comply with company COVID-19 prevention measures > Comply with government COVID-19 alert levels rules and public health orders

PPE Provided				
Permanent		Disposable		
Gumboots	Apron	Gloves	Face Mask	Beard Net
2 x High Vis Vests	Beanie	Sleeves	Hair Net	