Packout Operator - Vegetables

Position Title		
Based	Ashburton	
Area	Vegetables - Pack Out	
Reports to	Team Leader Pack Out	
Direct Reports	None.	
Overall Purpose	To perform a broad range of operational duties across the packout lines and related areas as a flexible, multi-skilled operator. The role consolidates duties previously performed across Processing Operator, Infeed Operator, Box Maker, Inspection/Clean Room, Lead Clean Room and Utility positions, and may be deployed across multiple operational areas within Packout and related operations (including Processing during the season) depending on operational requirements.	
Relationships	Internal	Packout Team Leader, Bagger Operators, JMP Operator, Forklift Operator, Tipper Operator, Quality Assurance and Processing team.
	External	Contractors, suppliers and operational support as required.
Delegated Authority	As per delegated authority guidelines.	

Key Accountabilities	
General Safety & Compliance	• Always Comply with all Personal Protective Equipment (PPE) requirements and maintain PPE in good condition. • Identify, report and where possible act on hazards and near misses promptly through the correct reporting channels. • Apply lockout/isolation awareness and procedures when clearing jams, cleaning or working on equipment, and never bypass safety controls. • Participate actively in toolbox and pre-shift safety meetings and follow all site safety rules, signage and safe work procedures.
Food Safety & Quality	• Comply with all food safety, GMP and hygiene requirements, including completing required food safety checks and inspections accurately and on time. • Maintain allergen awareness and glass/brittle plastic controls within the work area, reporting any breakages or contamination risks immediately. • Complete product and packing quality checks and inspections at assigned stations accurately and on time. • Monitor for foreign matter and contamination, and complete product temperature checks (in specification) where assigned.

	• Support QA sample collection and documentation where required.
Line & Station Operations	• Operate assigned packout stations safely and to SOP, including case packers, cartoners, palletisers, metal detectors and check weighers. • Perform box making and rejection management, including system monitoring on the box maker. • Perform inspection and clean room duties, including product inspection, defect removal and hygiene compliance. • Feed product, pack, stack and handle product and materials to keep lines running at target rates. • Manage rework and waste at assigned stations, minimising product loss.
Materials & Equipment	• Support dry goods operations and stock management, ensuring packaging and consumables are available at stations. • Check labels and date codes at assigned stations and report discrepancies immediately.
Cleaning & Housekeeping	• Complete general cleaning of product spills promptly to maintain a safe and hygienic work area. • Maintain area housekeeping to the 5S standard, keeping walkways, workstations and storage areas clean, organised and audit ready.
Health, Safety & Wellbeing	• Understand and engage with the H&S Strategy, Plan and HSMS. • Comply with HSWA requirements. • Follow safe work practices and use equipment safely. • Participate in risk identification and management. • Report incidents, injuries, near misses, discomfort and soreness. • Use PPE correctly. • Challenge unsafe behaviour. • Not put themselves or others at risk.
Systems, Reporting & Communication	• Complete assigned TilliT checks and activities accurately and on time. • Provide accurate downtime and waste information to the Team Leader. • Report issues, faults and product concerns to the Team Leader through the correct escalation path.
Multi-Skilling & Flexibility	• Train and maintain competence across multiple stations and work areas in line with the skills matrix and training plan. • Move between stations, lines, departments (including Processing during the season) and duties as directed, in line with training and competency. • Support and help train new team members once competent.
Other	• Undertake other duties as required to meet the changing needs of the business.

Knowledge, Skills and Personal Qualities	
Qualifications and/or Experience	• No formal qualifications required; experience in food manufacturing, processing or a production environment is preferred. • Physically capable of performing manual handling tasks and standing for extended periods in a chilled/production environment. • Sound literacy and numeracy for completing production, quality and safety records.

	• Experience across packing, inspection/clean room, box making or utility duties is an advantage.
Skills and Knowledge	• Working knowledge of GMP, food safety and hygiene standards in a food manufacturing environment (or ability to quickly acquire). • Ability to follow SOPs, business rules and quality procedures consistently and accurately. • Clear communication skills, including timely escalation of issues to the Team Leader. • Ability to use (or be trained in) site systems such as TilliT and FM reporting for checks, activities and issue reporting. • Ability to operate multiple packout stations (case packers, cartoners, palletisers, metal detectors, check weighers) to a competent standard. • Understanding of rework, waste and rejection management at station level.
Personal Attributes	• Safety-first mindset with a strong commitment to food safety and quality. • Reliable, punctual and dependable, including during peak season demands. • Positive team player who communicates respectfully and supports colleagues across crews. • Adaptable and willing to multi-skill, learn new tasks and move between work areas and shifts as operational requirements change. • Takes accountability for own work area, standards and output.

Key Performance Indicators (KPIs)

- Zero harm: full PPE compliance, hazards and near misses reported and actioned.
- Food safety, GMP and quality checks completed accurately, on time and in full.
- Area performance targets achieved (line supply, rates, downtime and waste).
- Housekeeping and 5S standards maintained in area of responsibility.
- Cross-skilling and training plan progress achieved in line with the skills matrix.

This position description is a basis for duties but does not encompass all events or scenarios and may be varied from time to time in consultation with the employee. The employee will also be required to undertake duties from time to time as are reasonably requested by Management

Name		Date	
Signed			