

Job Description: Coolstore/Dispatch Logistics Supervisor – Riversun NZ

Job Title	Coolstore & Dispatch Logistics Supervisor
Role Purpose	<p>The purpose of this role is to assist to organize and supervise seasonal on-site Team members overseeing the logistics of coolstore and inwards/outwards product and materials.</p> <p>This role will monitor and supervise coolstore staff and ensure that the correct standard operating procedures (SOPs) are followed for the product in coolstore through to the accuracy and quality of the product dispatched. It will ensure all product is stored and checked correctly and in an efficient manner, consumables are ordered, appropriate conditions in the coolstore are maintained and recorded, and the general smooth running of the dispatch operation.</p> <p>During the coolstore 'off season' (generally from late December to late May) You must be prepared to work in other areas of the Riversun Business as directed. This may involve fieldwork.</p>
Reporting Relationships	<p>This role reports to the Processing Manager.</p> <p>The role works in close liaison with the Processing, field operations and office staff.</p> <p>This role has some direct reports consisting of seasonal team leaders and team members. The number of these staff will vary according to requirements.</p> <p>The role is expected to work collegially with other Riversun staff</p>
Remuneration and Review	<p>The remuneration for the role will be determined by the competence and skill set of the job holder and set by negotiation.</p> <p>Performance reviews for this role will be carried out by the Processing Manager.</p>
Authorities	<p>The role has authority to:</p> <ul style="list-style-type: none"> • Recruit staff in line with Riversun policies and procedures and subject to the Processing Managers approval. • Supervise the day to day coolstore operations as directed by the Processing Manager in accordance with Riversun NZ standard operating procedures, company values statement and company strategies
Key Results Areas	<p>Coolstore Facility</p> <ul style="list-style-type: none"> • Forecast labour needs for the season and roster staff appropriately in conjunction with the Processing Manager.

- Prepares the coolstore, warmroom and callus rooms to the required specifications for their use in a timely manner.
- Induct and train staff to effectively operate the relevant warehousing functions to the required level.
- Implements and maintains appropriate health and safety practices to ensure all staff are working in a safe environment.
- Supervise the receipt, reconciliation, picking and transfer of unprocessed and processed GFG vines and materials
- Ensure the efficient use of space in all coolstore areas, and the monitoring and recording of temperatures, ethylene, CO2 as per the coolstore SOPs.
- To work in consultation with the Processing Manager to ensure the fluid movement of product and materials between the coolstore and the processing facility in a timely and efficient manner.
- The supervision of the chiller checking process ensuring checks are keeping up or are ahead of the product checking cycle, alerting area Managers and Technical staff in a timely manner if product falls out of SOP specifications
- Ensures all product and materials are accurately recorded in the Companies database system
- The supervision of the material picking and warm and callus room processes and ensure that timelines and SOPs are followed and aligned to the grafting schedule requirements
- Supervises the dispatch function ensuring the accurate movement and recording of product in and out of the coolstore. Ensuring product reaches the customer with the correct quality and within the correct timeframes.
- To ensure that all environments are clean and hygienic, damage is reported and at all times information in the inventory is accurate and appropriate reconciliation's have been performed
- The position and concerns of the coolstore areas are effectively represented to other members of management, in order to ensure the efficient and collaborative achievement of the company strategic direction.
- Reports to the Processing Manager if there are issues with completing consignments on time.
- Reports variances of normal operating procedures to the Processing Manager immediately.
- Reports Technical issues to the Processing Manager for escalation
- Responsible for maintaining adequate stock levels of consumables ahead of requirements

General

- Systems, processes and standard operating procedures, which ensure the compliant achievement of the production targets, outputs and outcomes, are in place and functioning. Performance is monitored, tracked and reported.

	<ul style="list-style-type: none">• Quality control issues and problems are effectively investigated, analyzed and reported on. A positive attitude towards quality accuracy and traceability is developed, maintained and rewarded across all areas of the coolstore operations. An environment of continuous quality improvement is developed.• Health and safety issues and problems are effectively investigated, managed and reported on. A positive attitude towards health and safety is developed, managed and maintained across all areas. An environment of continuous, but appropriate, health and safety improvement is developed.• Guidelines, policies and formats for workers to operate under are set, communicated, supervised and maintained.• Provides a weekly report to the Processing Manager in the required format.
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