

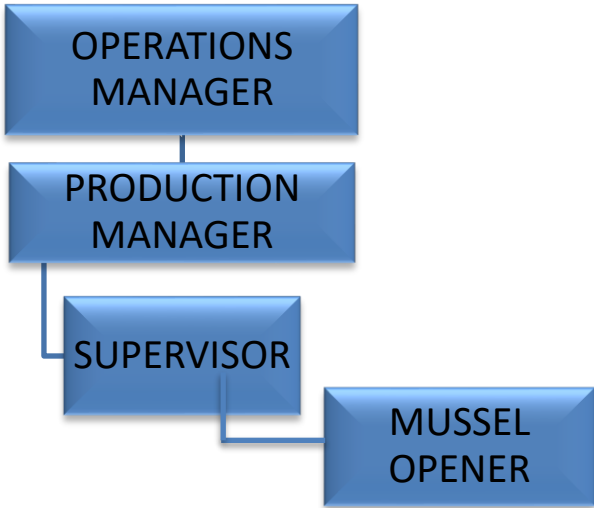


JOB DESCRIPTION

Mussel Opener

Employee Name and Surname:		Reporting to:	
Employee Title:	Mussel Opener	Title of the above person:	Opening Room Supervisor
Branch:	Blenheim	Branch:	Blenheim
Level:		Date:	July 2025
Grading Level:			

1. LOCATION OF POSITION IN ORGANOGRAM



2. INCUMBENT ORGANOGRAM

IMMEDIATE SUBORINATES
Job Title(s):
None

3. PURPOSE OF THE POSITION

Opening by hand, fresh NZ grown Greenshell Mussels, opening each one individually into a Halfshell Product. Learning a specialist technique, developing a skill of opening mussels, and striving to continuously increase the rate at which mussels are opened while upholding a high-quality standard of product.

4. SOP/SWP REFERENCE

- Knife Handling
- Manual Handling and Lifting
- Opening Mussels
- Chemical Handling
- Break Cleaning
- Factory Cleaning Operation



5. ACCOUNTABILITIES

- Manually open NZ Greenshell Mussels, removing the beard, one half of the shell and keeping intact the other half of the shell and meat.
- Always adhere to all policies and processes and listen to advice and directions from supervisors for guidance.
- Take guidance from Opener Trainers to improve mussel opening technique with a plan to improve Mussels Per Hour (MPH)
- Contribute positively to upholding a high standard of work in the Mussel Opening room.

6. CRITICAL SUCCESS FACTORS (CSF)

3.1. Bearing in mind the purpose and functions of the position, the following are the Critical Success Factors (CSFs):

- a. Value System
- b. Communication
- c. Command and Control
- d. Direction
- e. Processes

3.2. The main instructions which guide/authorise the realisation of the process outputs are listed under the reference block of this document.

3.3. The following tools/aids are essential to execute the CSFs:

- a. Templates
- b. Mobile phone
- c. Laptop
- d. PPE
- e. IAuditor
- f. Assura
- g. Company Vehicle
- h. Specific task equipment (knife, machinery)

7. GENERAL DUTIES

- This Position Description does not prevent the company from making reasonable requests to an employee to carry out work not covered herein.
- You may be required to undertake specific assignments stemming from having expert knowledge and/or experience in a specific field.

Group Health and Safety Roles and Responsibilities:

- All team members will understand and engage with the Company Health and Safety H&S Strategy, Plan and HSMS
- Be aware of and comply with the legislative requirements as defined in the HSWA 2015.
- Help establish, observe, and comply with safe work practices and equipment.
- Be involved in the development and review of procedures for identifying and managing risk/hazards in the business where required.
- Accurately report and record any events, including those relating to visitors or contractors in a timely manner in Assura.



- Use and care for safety equipment and work clothing correctly.
- Challenge unsafe behaviour by any workers in the workplace.
- Behave in a manner that does not endanger their health and safety, or the Health and Safety of others.
- Halt work immediately if it would expose you (or anyone else) to a serious risk.

8. REQUIREMENTS

Minimum Requirements include:

Requirements	Desirable	Essential
Level 1-3 (School Leaver Year 9 (Form 3) must be 16 yrs old)/ College Yr 11 – 13 (Form 5 – 7))	X	
Level 4 (Trades recently qualified (0 – 2 yrs experience)/Technical Qualification)		
Level 5 (Trade plus Technical Experience (2 – 5 yrs)/Vocational Training)		
Level 6 (Trade plus Technical Experience (6 – 10 + yrs)/ Diploma/ Certificate)		
Level 7 (Graduate Diploma/Certificate/ Degree)		
Level 8 (Post Graduate Diploma/Certificate /Hons Degree)		
Driver's License (Class 1 & 2/LPSL Endorsement).		
Moving Machinery (Forklift, Combi lift, Turret Truck (VNA),		
Specialised Vehicle/Equipment (Waste truck, Class 3 -5)		
Advanced Computer skills		
Excellent Communication Skills		

Soft skills and other skills:

Proficient in English (Written and Verbal)		X
Ability to work under pressure		
Self-Motivated	X	
Time Management Skills		
Attention to detail	X	
Excellent Presentation skills		
Accurate and Precise		
Good Team Player	X	
Adaptability		



Listening skills		
Confident and professional image		
Interpersonal skills		
People Management		
Conflict Management		
Customer focused		
Assertiveness		
Knowledge of food Industry	X	

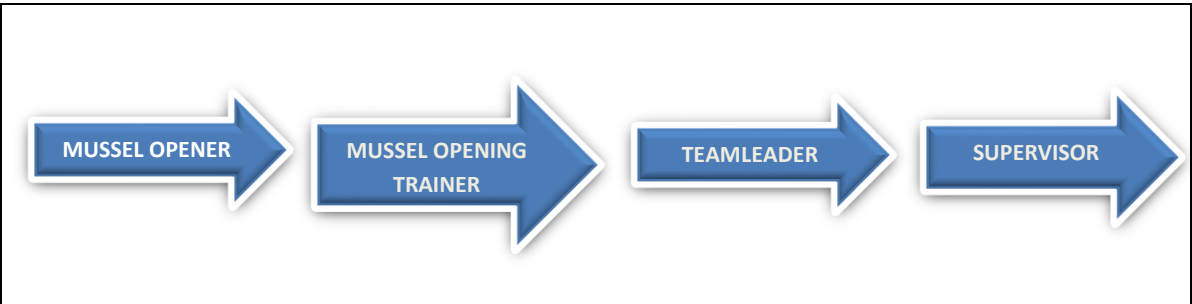
Special Conditions attached to the Position:

Condition	Desirable	Essential
Exposure to chemicals		
Exposure to extreme weather		
Exposure to continuous wet conditions		
PPE (ability to wear all prescriptive PPE for duration of shift)		X

Physical Requirements of the position (if applicable):

<ul style="list-style-type: none"> • Ability to be able to do strenuous repetitive activities for long periods • Balancing • Good eye/hand/foot coordination • Ability to stand for the duration of the shift • Walking • Good eyesight • Controlled medical conditions need to be validated with medical reports • Ability to work in large team environment

9. SUCCESSION PATH



Note: This pathway AND the Development Plan mentioned above and below is subject to your experience/skills, your commitment/drive, training opportunities and company needs.



10. DEVELOPMENT PLAN

The below development summary is a snapshot of the possible growth opportunities. However partaking in this development plan is subject to training opportunities, commitment and performance.

FUNCTIONAL TRAINING

- a. Seafood Training
 - Level 2 (Primary Introduction Skills)
 - Level 3 (Seafood Processing)
- b. Trainer Training
- c. Supervisor Training

11. AMENDMENTS TO THE JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alternations to this job description, as he/she may deem reasonable, after due consultation with the position holder.

12. PERFORMANCE, WORKPLAN AGREEMENT

The performance/work plan agreement of the incumbent, which contains specific target dates, should be read as an extension to this job and it will be deemed acceptable after due consultation with the position holder.

SIGNATORIES

I _____ hereby confirm that I have read the detailed description thoroughly, and that I know what is expected from me at all times. Furthermore, I acknowledge that should anything about my job description or requirements be unclear it is my responsibility to bring this under the attention of my immediate supervisor/ manager (verbally and in writing).

I understand that my performance will be measured against these duties and responsibilities.

_____	_____	_____
Name and Surname	Signature	Date

_____	_____	_____
Manager Name and Surname	Signature	Date