



## Vege Packout Inspection Staff – Job Description



POSITION TITLE:	VEGE PACKOUT INSPECTION STAFF	
BASED:	Vegetable Division - Ashburton	
REPORTS TO:	Vege Packout Inspection Lead	
DIRECT REPORTS:	Nil	
OVERALL, PURPOSE:	The Product Inspection Staff is responsible for ensuring that all products passing through the inspection point meet the company's quality and safety standards. This role involves closely monitoring the lines to detect and remove any foreign materials, defective, or non-conforming products to maintain product integrity.	
RELATIONSHIPS	Internal	All Depts, Managers, Coordinators, Team Leaders, Packout Team, Maintenance Team, Quality Assurance Team.
	External	Nil
DELEGATED AUTHORITY:	n/a	

KEY ACCOUNTABILITIES	
<b>Product Inspection:</b>	<ul style="list-style-type: none"><li>Inspect products on the line to ensure they meet quality standards and specifications.</li><li>Identify and remove foreign materials, defective products, or any non-conforming items from the line.</li><li>Maintain vigilance to detect defects related to size, appearance.</li></ul>
<b>Food Safety &amp; Quality Assurance:</b>	<ul style="list-style-type: none"><li>Ensure all packed products meet required specifications</li><li>Follow Good Manufacturing Practices (GMPs), HACCP principles, and hygiene protocols at all times.</li><li>Ensure workstations, tools, and equipment are clean and sanitised before and after use.</li></ul>

	<ul style="list-style-type: none"> <li>Participate in cleaning rotations and deep-clean procedures as required by the cleaning schedule.</li> <li>Conduct and report on quality checks and address any deviations from product specifications.</li> </ul>
<b>Health &amp; Safety &amp; Wellbeing:</b>	<ul style="list-style-type: none"> <li>All team members will understand and engage with the Company Health and Safety H&amp;S Strategy, Plan and HSMS.</li> <li>Be aware of and comply with the legislative requirements as defined in the HSWA 2015.</li> <li>Help establish, observe, and comply with safe work practices and equipment.</li> <li>Be involved in the development and review of procedures for identifying and managing risk/hazards in the business where required.</li> <li>Accurately report and record any events (notifiable events, injuries, incidents, near misses and discomfort and soreness), including those relating to visitors or contractors in a timely manner in Assura.</li> <li>Use and care for safety equipment and clothing correctly and as required whenever it is provided.</li> <li>Challenge unsafe behaviour by any workers in the workplace.</li> <li>Behave in a manner that does not endanger the health and safety of themselves or others.</li> <li>Halt work immediately if it would expose you (or anyone else) to a serious risk.</li> <li>Prioritising employee wellbeing, ensuring a supportive, balanced and inclusive environment.</li> <li>Foster a safety-first culture, utilising regular team and toolbox meetings to drive key messages and establish open communication channels.</li> </ul>
<b>Accurate Documentation and Traceability:</b>	<ul style="list-style-type: none"> <li>Complete all required packout checks with accuracy and attention to detail.</li> <li>Maintain accurate inspection records and documentation.</li> </ul>
<b>Communication:</b>	<ul style="list-style-type: none"> <li>Report any quality issues or deviations to the lead promptly.</li> <li>Communicate clearly about issues such as delays, quality concerns, or supply needs.</li> </ul>
<b>Continuous Improvement and Initiative:</b>	<ul style="list-style-type: none"> <li>Actively participate in team meetings to share feedback, receive updates, and contribute to problem-solving discussions.</li> <li>Collaborate with the production and packing teams to support continuous quality improvement.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>From time-to-time other tasks may be requested of you to align with the changing needs of the business.</li> </ul>

#### KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

<b>Qualifications and/or Experience:</b>	<ul style="list-style-type: none"> <li>Previous experience in a similar role is preferred but not mandatory — full training will be provided.</li> </ul>
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	<ul style="list-style-type: none"> <li>Basic literacy and numeracy skills are required to complete records and follow instructions.</li> </ul>
<b>Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>Reliable, punctual, and able to work effectively in a fast-paced environment.</li> <li>Physically fit and capable of standing for long periods and handling repetitive tasks.</li> <li>Flexible and adaptable to changing production priorities or shift schedules.</li> <li>Ability to safely and efficiently operate packing equipment.</li> <li>Good understanding of health and safety regulations and practices.</li> <li>Good knowledge of food safety practices, HACCP, and GMPs.</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>Highly organised and detail focused.</li> <li>Calm under pressure with a proactive and pragmatic approach to problem-solving.</li> <li>Self-motivated with a growth mindset.</li> <li>Reliable, accountable, and results driven.</li> <li>Able to foster a positive, safety-focused shop floor culture.</li> </ul>

#### KEY PERFORMANCE INDICATORS (KPI)

**Packout Efficiency Rate:** Percentage of products packed per shift versus the target

**RFT (Right First Time):** Percentage of products packed correctly the first time without rework/downgrade

**GMP audit score:** Veg

% Toolbox meetings completed per year

% OTE (uptime), Tillit Activities Completed %

*I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_