

POSITION DESCRIPTION

The team at Alpine Creamery Company (trading as PURE New Zealand Ice Cream) have a simple mission - to create only the purest and most natural ice creams, giving Kiwis and our visitors reassurance they are tasting delicious ice creams made from the best produce New Zealand has to offer.



Production Assistant

Section A

POSITION Production Assistant

REPORTING TO Head of Production

LOCATION 78 Anderson Road, Wanaka

HOURS OF WORK The role is part-time for between 15 to 20 hours per week. The working hours will typically be between 9am and 1pm on Monday to Friday. The actual days and hours will be agreed between the employee and the Head of Production by mutual agreement.

Section B

POSITION OBJECTIVE

This role is to work with other Team Members to support production and fulfil dispatch functions.

RELATIONSHIPS

Internally

- Maddi Phillips (Director and Head of Production)
- Ted Phillips (Director)
- Ice Cream Makers
- Other & Casual Team Members

Externally

- Delivery and service personnel
- Visiting customers
- Suppliers

Section C

KEY TASKS

- Labelling and dating of tubs, lids and shipping cartons per the HACCP Plan
- Packing products
- Undertake stock rotation within and between freezers and storage areas
- Coordinating orders for dispatch
- Tying orders, creating shipping labels and generally making them ready for dispatch
- Assisting with, or preparing the shipping manifest
- Dispatching orders – meeting, helping load the truck, etc.
- Operating forklift (if/when licensed)
- Receive inwards goods to kitchen, storage area or supplemental storage areas
- Completing inwards goods forms
- Assisting with preparing inclusions, such as hokey pokey, etc.
- Following correct procedures for cleaning and equipment clean-downs and storage
- Ensuring that the kitchen remains gluten and nut free
- Sorting and organising waste and recycling
- Follow all procedures in accordance with the Risk Management Plan

Section D

PERSON SPECIFICATION

You need to be truly passionate about producing something very special. The role would suit someone who has:

- Food production/cooking background
- The ability to fit into a busy, skilled team
- Good numeracy and literacy
- A high level of personal hygiene
- The ability to safely lift heavy loads up to 20kg
- Ability to coordinate with differing demands of production and dispatch
- Common sense

As Production Assistant you will need to be a hard worker, be able to fit in, be adept at food production and be able to work accurately in a regulated export dairy production environment in a physical and often dynamic workplace.

PERSONAL ATTRIBUTES

The person in this role will need to be able to demonstrate the following personal attributes:

Reliable

- Fulfils responsibilities
- Does what they say they will do
- Follows up as a duty of care
- Is organised and methodical in their approach

Self-aware

- Continually seeks and takes on feedback from others
- Is clear on others' expectations of them
- Understands the impact their behaviour has on others
- Remains humble

High-speed learner

- Challenges their own ability
- Has a fixation for new learning
- Applies learning to achieve results quickly

Driven by achieving results

- Is driven to achieve the very best outcome possible
- Seeks and achieves challenging performance opportunities
- Stays focused to achieve goals

Relentless Attention to Detail

- Takes a diligent and precise approach
- Is attentive to detail
- Has a good memory

Adaptable

- Sees others' views and modifies behaviours and messages appropriately
- Adjusts effectively and maintains effectiveness when experiencing changes

Builds and maintains relationships

- Displays empathy
- Builds trust
- Operates with integrity and maintains confidentiality when required
- Supports others

Passion

- Their work is a way of life and not a job
- Demonstrates enthusiasm and energy – lives and breathes their work