



## **JOB DESCRIPTION**

**NAME:**

**JOB TITLE:** Packhouse Superintendent

**DIRECT REPORT:** Packhouse Manager

**SUBORDINATES:**

**GRADE:** Paterson

## **PURPOSE OF THE JOB:**

### **Position Overview**

To support the day-to-day operations of our packhouse facility. This role is integral to ensuring the efficient packing and processing of various date varieties in compliance with international food safety and ethical trade standards. The successful candidate will work closely with the Packhouse Manager, oversee staff activities, maintain quality standards, and ensure smooth operational flow from intake to dispatch.

## **MINIMUM REQUIREMENTS:**

### **Education & Experience**

- Minimum 3–5 years' experience in a **packhouse supervisory or assistant management role** within the agricultural or fresh produce sector.
- Proven background in **GLOBAL GAP, BRC, HACCP, and SMETA** compliance.
- Proficiency in **Paltrack** or similar production/stock management systems.
- Strong people management and leadership skills.

### **Skills & Competencies**

- Excellent organizational skills with the ability to manage multiple priorities.
- Strong quality control knowledge and attention to detail.
- **Language proficiency:** Fluent in **English** and **Afrikaans** (written and verbal).
- Strong computer literacy (MS Office Suite, data entry, and reporting).

- Critical thinking, problem-solving, and decision-making abilities.
- Ability to work under pressure and meet deadlines.

## **KEY RESPONSIBILITIES:**

### **1. Operational Management**

- Assist in planning, coordinating, and supervising all packhouse operations to ensure targets are met in quality, efficiency, and safety.
- Oversee the packing of various date varieties according to customer specifications and quality requirements.
- Ensure compliance with **BRC, HACCP, and SMETA** standards at all times.
- Utilize **Paltrak** or similar software to manage production data, stock control, and traceability.
- Ensure data entry from intake to dispatch (palletizing, labels) on Paltrak. Submit daily reports of receiving orchard stock/and intakes of pallets. Tipping of receiving stock.
- Process control for heat treatment rooms & hot houses.
- Coordination of records for accreditation audits - administration of GG, BRC and M&S (DPS) documents and records. Adhere to local and international food safety standards. The system must comply with requirement of traceability of fruits.
- To assist the Packhouse Manager with ensuring that the company, personnel and staff are working effectively and productively to ensure profitability and compliance with required quality and food safety standard.
- To action all non-conformance with regard to the FSMS and report any food safety issues to the HACCP team.
- Assist with the Global GAP, BRC and DPS (M&S) training.
- To act as a member of the Incident Management Team in event of integrity issue/incident, products with drawl or product recall.

### **2. Quality Control**

- Monitor incoming and outgoing product quality, ensuring only compliant produce is packed and dispatched.
- Implement and oversee quality checks in line with HACCP procedures and customer specifications.
- Work closely with the Quality Control team to address non-conformances and implement corrective actions.

### **3. Administration & Reporting**

- Prepare daily, weekly, and monthly operational reports for management.
- Maintain accurate records of production data, staff attendance, and incidents.
- Assist with audits and provide necessary documentation for compliance.
- Assist and participate in continuous improvement objectives and other reasonable tasks as set by the Packhouse Manager.
- Freezer stock counts.
- Weekly check of receiving of products/dates.

### **4. Continuous Improvement**

- Identify process inefficiencies and recommend improvements to enhance productivity and reduce waste.
- Support innovation in packaging, workflow, and technology adoption.

### **Application Procedure**

Please submit your application through our official recruitment portal at [www.jobopportunities.net](http://www.jobopportunities.net). Craft a compelling cover letter, attach your comprehensive CV, and provide authenticated copies of your relevant qualifications and certifications.

Only short-listed candidates will be contacted. Applicants will be subjected to reference checks.

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**Closing Date: 5 September 2025 @ 7:00PM**