

POSITION DESCRIPTION

Position	Orchard Hand - Glenpark
Reports To	Orchard Manager - Glenpark
Direct Reports	Nil
Location	Glenpark Orchard, 86 Cooper Road, Patutahi, Gisborne

Purpose

Orchard Hands are at the centre of our company, ensuring that all crops are grown under the best possible conditions. Orchard Hands may be asked to do any number of orchard related jobs and will need to work with the team to ensure productivity goals are met. Orchard Hands execute all general tasks on the orchard from pruning, tree training to thinning and picking. This role will report to the Orchard Manager and should be comfortable taking on and learning new tasks as the need arises.

Key Relationships

Internal	<ul style="list-style-type: none"> ▪ Assistant Orchard Manager ▪ Foreperson ▪ Leading Hands
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Qualifications and Personal Requirements

- Legal right to work in NZ as defined by Immigration NZ
- 1 year of hands-on orchard experience preferred (e.g., thinning, pruning, tree planting and/or harvesting)
- Punctual and reliable
- Pride in the workplace and willingness to go the extra mile to enhance the sustainability and appearance of the orchard
- Willingness to get “stuck into” any task given, performing the task safely, efficiently, and to a quality standard
- An enthusiastic and hardworking attitude
- Ability to multitask
- Flexible to work extended hours
- Enjoy working outdoors and carrying out physical work
- Willing to work in all weather conditions
- Ideally, a basic knowledge of pesticides, fertilizers, and irrigation systems
- Excellent teamwork and ability to work with people from different cultures and backgrounds
- Good understanding of and a commitment to health and safety in the workplace

Key Responsibilities	Performance Expectations
Planting, Harvesting Crops, Pruning and Thinning	<ul style="list-style-type: none"> ▪ Daily and weekly goals met ▪ Picking fruit to required quality standards set by the Orchard Manager
General Orchard Tasks	<ul style="list-style-type: none"> ▪ Execute tree husbandry tasks in accordance with workplace guidelines ▪ Execute good orchard hygiene practices including Pest and Disease identification, rubbish removal and other non-specific on orchard tasks as requested

General Repair and Maintenance	<ul style="list-style-type: none"> ▪ Execute repair and maintenance as directed by Orchard Manager. This includes trellis irrigation, roading, building, machinery, and hail net structure
Assistance with Hail Netting	<ul style="list-style-type: none"> ▪ Build and/or thread nets ▪ Deploy poles and structure to field
Alerting Orchard Manager of Equipment Breakdowns	<ul style="list-style-type: none"> ▪ Take responsibility for any breakdowns or broken equipment that occur ▪ Report to the Orchard Manager daily of any breakdowns
Carry Out Any Other Orchard Operations As Instructed By Managers	<ul style="list-style-type: none"> ▪ Tasks completed in a timely manner ▪ High quality of workmanship
Additional Duties	<ul style="list-style-type: none"> ▪ This position description is designed to give an indication of the type of work and performance expected. It does not provide an exhaustive list of duties or performance standards and the employee agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the business
Contribute to a Healthy & Safe Work Environment	<ul style="list-style-type: none"> ▪ Maintain a safe and healthy work environment for employees, contractors, and visitors by establishing, following, and enforcing standards and procedures, complying with legal regulations ▪ Assist in leading the development of a non-negotiable safety culture ▪ Take care for your team and your own health, wellness, and safety ▪ Ensure there are no adverse effects on the health and safety of other people ▪ Ensure the prompt reporting of any accidents or injuries in line with company policy ▪ Ensure adherence to all relevant operational compliance requirements (GLOBALGAP, resource consent conditions etc)

Key Behaviours	
Continuous Improvement	<ul style="list-style-type: none"> ▪ Update job knowledge by participating in educational opportunities and maintaining personal networks ▪ Adopt and maintain an effective culture of continued improvement, that balances the operational needs of the business ▪ Take ownership of your work and think of alternative or new solutions ▪ Participate in embedding new initiatives into the business culture ▪ Continually reflect on whether policies and process can be improved ▪ Share ideas and resources with other team members wherever appropriate, working collaboratively to meet deadlines
Policies and Processes	<ul style="list-style-type: none"> ▪ Understand, adhere to, and enforce policies and procedures, and lead by example ▪ Challenge current processes and help ensure policies are in line with business objectives, meeting, or exceeding industry best practice
Build & Maintain Relationships	<ul style="list-style-type: none"> ▪ Demonstrate appropriate interpersonal skills; use networks effectively; establish and maintain positive productive work relationships with members and/or suppliers and/or colleagues

	<ul style="list-style-type: none"> ▪ Effective at getting things done through formal and informal channels ▪ Maintain a positive working relationship with peers ▪ Nurture relationships that support Craigmores objectives
Manage Time Effectively	<ul style="list-style-type: none"> ▪ Efficiently and effectively use time and resources allocated to complete tasks ▪ Punctual and meets deadlines ▪ Effectively prioritises tasks at hand to meet expectations
Demonstrates Job Knowledge	<ul style="list-style-type: none"> ▪ Full working knowledge of the methods, procedures, and systems applicable to the position ▪ Takes the initiative to ensure that skills are current, understands the function of their role and how that job plays a part in the success of Craigmores ▪ Consistently exhibits the ability to learn and apply new skills ▪ Understands Craigmores business principles and language and uses this understanding to establish clear priorities for actions
Displays Accountability	<ul style="list-style-type: none"> ▪ Accepts responsibility for work and decisions ▪ Initiates and sets clear objectives and measures for self and others ▪ Monitors process, progress, and results; recognises and supports the importance of "ownership" ▪ Fulfils commitments; is dependable and self-reliant ▪ Acknowledges mistakes and gains insights from them ▪ Maintains confidentiality with sensitive information ▪ Understands and demonstrates behaviours that drive compliance
Contribute to a Positive Culture	<ul style="list-style-type: none"> ▪ Understand and actively support the Craigmores values and exhibit behaviours that are consistent with them ▪ Show appropriate respect and understanding to all cultures ▪ Promote positive change initiatives with team members ▪ Collaborate effectively by contributing to the success of Craigmores; treating others with respect, trust, integrity honesty, courtesy, and professionalism; being open to feedback; working effectively with others; acting in line with our values; being truthful and credible; working effectively with everyone for the mutual benefit of Craigmores

CRAIGMORE'S VALUES

Understand Tomorrow, Act Today



Connect and Empower



Deliver with Integrity



ACKNOWLEDGMENT OF PERSON SPECIFICATIONS AND POSITION REQUIREMENTS

Employee Name _____

Signature _____

Date _____