

Position	Kii Tahī Kaimahi
Employer	Kii Tahī Ltd
Status	Casual Employee
Reports to	Kaiaarahi Business Development
Position Purpose	Assist with effective operation of a native plant food production venture, sales and marketing of a new product at key events.
Position Start Date	February 22 <sup>nd</sup> 2018
Review	June 30 <sup>th</sup> 2018

Relationships	
Internal	TKOR management and staff Kii Tahī Nursery Team Wai-o-Turi Marae
External	Equipment suppliers Contractors and specialist advisors Industry stakeholders

Kii Tahī Ltd Purpose
To build a responsible, resilient business that enables whanau, hapuu and marae to participate in creative and progressive ventures and opportunities.

Role of the Kii Tahī Kaimahi
The role of the Kii Tahī Kaimahi is to support the operations of the food processing and retail business in order to meet production, sales and marketing targets. The Kii Tahī Kaimahi ensures compliance with food safety procedures is followed to high standards that are achieved in line with standard operating procedures.

Key Responsibilities	Key Performance Indicators
Processing Operations	<ul style="list-style-type: none"> <li>Assist in the running of an efficient food harvesting and processing production system</li> <li>Provide input into the operating schedules and workflow including resource needs</li> <li>Ensure standard operating procedures and food safety procedures are adhered to</li> </ul>

	<ul style="list-style-type: none"> <li>• Actively contribute to processing quality improvements including areas for improved productivity, cost effectiveness and quality</li> <li>• Record monitoring data accurately for food safety compliance and maintain an effective system of traceability through all processing procedures</li> <li>• Keep accurate records of daily tallies and work completed</li> <li>• Work collaboratively with external specialists from time to time to determine efficiencies in procedure</li> <li>• Report damage to equipment and/or produce immediately to the Kaiaarahi Business Development</li> </ul>
Retail Operations	<ul style="list-style-type: none"> <li>• Assist in the effective operation of retail food trailer</li> <li>• Provide excellent customer service</li> <li>• Fulfill and cash out customer orders in a pleasant, friendly and efficient manner</li> <li>• Ability to clearly explain product attributes and provide customers with assistance in areas of pricing and availability, special orders and promotional discounts or competition entry</li> <li>• Ensure food trailer is continually clean, well maintained and organized work flow</li> <li>• Ensure standard operating procedures and food safety procedures are followed</li> <li>• Maintain inventory and stock records</li> <li>• Participate in regular team meetings</li> </ul>
Technical	<ul style="list-style-type: none"> <li>• Maintain up to date knowledge of general food safety and food handling/processing systems</li> <li>• Stay abreast of monitoring technology, food handling and processing equipment and practices that may assist with operations</li> <li>• Provide technical assistance, support and troubleshooting to team</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Communicate and maintain practicable guidelines, policies and formats to operate effectively</li> <li>• Undertake appropriate training and development</li> </ul>
General	<ul style="list-style-type: none"> <li>• Communicate effectively between processing operations and other business functions (for example Kii Tahī Nursery)</li> <li>• Maintain a transparent flow of data, information, knowledge and ideas among team</li> <li>• Undertake training and development as required</li> <li>• Participate in additional activity sourcing and harvesting plant food crops from time to time</li> </ul>

Person Specifications	
Communication	Excellent interpersonal communication skills Demonstrate professional communication within team Well presented, polite and tactful
Action oriented	Able to work unsupervised; action tasks and process activities with efficiency and calm
Problem Solving	Explores all sources of information to identify effective solutions to problems
People Focus	Ability to manaaki assertively Can handle complaints in a calm manner Friendly, patient and quick thinking Awareness and understanding of Ngaa Raurutanga
Technical	Previous experience in kitchen desired Knowledge and experience in food crop production desired Current drivers licence desired Good IT skills and good maths skills
Continuous Improvement	Willingness to learn Able to participate in training and development prior to start Possess a natural inquisition to always improve systems and methods of process; production and retail sales