

**Butcher**  
**Position Description**

**Purpose**

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

**Employee Name: TBA**

**Date PD Issued: 11/08/2022**

**Position: Butcher**

**Employer: IGA Port Fairy**

**Supervisor: Sarah Mullins**

**Host Employer Address: 34 Sackville Street Port Fairy**

**Westvic Staffing Solutions Recruitment Consultant: Ben Powell**

**Duties of Position:**

Butchers prepare meat for consumer use using a wide variety of processes. They may be responsible for handling, deboning, trimming, tying, grinding, or tenderizing cuts of meat, but they are also often in charge of packaging, weighing, labelling, and pricing their goods. They may work with beef, poultry, pork, lamb, or seafood, and they may be responsible for creating specialized meat products such as ham or sausage.

**Tasks Involved:**

Arrange cuts of meat and place them in an attractive manner in the display case so that customers will wish to purchase them.

Weigh, label and price a variety of cuts of meat for on-demand selections by customers in an efficient manner that keeps customers satisfied.

Receive deliveries of meat and inspect them to ensure that they adhere to the highest quality standards and are not expired.

Use skewers, bone knives, twine and other tools to lace, tie and shape roasts so that they are ready for customers to buy and cook.

Prepare meat into forms ready for cooking using a variety of actions, including boning, tying, grinding, cutting and trimming to make it easier for customers.

Educate customers on different selections and types of poultry, pork, beef and fish to help them decide what to purchase.

Rotate products to reduce the chance of any meat spoiling to reduce waste and loss of profits.

Maintain and clean the meat preparation counter to reduce the risk of food contamination and adhere to food safety guidelines.

Training and guiding apprentices and other staff in all aspects of butchers role.

**Work Conditions:**

The work of a butcher may be moderately demanding physically and requires a certain degree of manual dexterity. Customer service abilities are essential.

**Personal Requirements:**

- Enjoy working with people
- Friendly, helpful, polite and patient manner
- Good communication skills
- Able to record information accurately
- Able to work as part of a team
- Able to project a professional manner at all times

- Able to stay calm in difficult situations
- Good interpersonal skills
- Flexible
- Well presented
- Efficient and speedy
- Confident in handling money

**Workplace Health and Safety:**

- Follow IGA Port Fairy's Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with IGA Port Fairy with respect to any action taken by IGA Port Fairy to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents with-in the workplace to IGA Port Fairy without delay.

**Additional Information**

- **Hours Per Week: 38 plus overtime**
- **Days per Week: Rotating roster**
- **Award / Agreement: General Retail Industry Award 2020**
- **Superannuation: 10.5%**
- **Commencement Hourly Rate: TBA – based on successful candidate**
- **Allowances: TBC**

Copy to :  Employee

Employer

Main File