

Factory Hand / Labourer

Position Description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken, including responsibilities of a particular job. The position description may also include information about working conditions, tools, equipment used, knowledge and skills needed possible relationships with other positions and health and safety requirements of the position and the organisation in general.

The Position Description is to be used as a reference document when assessing the workplace health and safety conditions at the worksite/s.

Employee Name : TBA

Date PD Issued: 10/06/2022

Position: Factory Hand / Labourer

Employer: Warrnambool Timber Industries

Supervisor: Jason Walker

Employer Address: 1284 – 1304 Raglan Parade, Dennington VIC 3280

Westvic Staffing Solutions Recruitment Consultant: Ben Powell

Duties of Position:

Factory hands / Labourers will assist in the manufacturing of timber products in factory environment, working as a team to produce quality products.

Tasks Involved:

- Assists with setting up and operating plant and ancillary equipment used in the manufacture of timber products
- Transport wood products to work areas
- Clear blockages in machines
- Assist with measuring and cutting materials
- Pack and load finished products for transportation
- Clean work areas, tools and equipment

Work Conditions:

Working majority of time indoors, involving physical work.

Personal Requirements:

- Well organised
- Able to work as part of a team
- Able to meet deadlines
- Good communication skills
- Able to work accurately and neatly

Key Selection Criteria:

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Qualifications and Licenses Required:

- Drivers Licence

Workplace Health and Safety:

- Follow Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with respect to any action taken by the Employer 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 the Employer and without delay.

Additional Information

- **Hours Per Week: 6.00am to 2.00pm**
- **Days per Week: (e.g. Mon-Fri) Monday to Friday**
- **Award / Agreement: Timber Industry Award 2020**
- **Superannuation: 10%**
- **Commencement Hourly Rate: Subject to experience**
- **Allowances: Nil**

Copy to : Employee

Employer

Main File