



Westport General Hand – Job Description

POSITION TITLE:	Factory Process Worker	
BASED:	Motueka	
REPORTS TO:	2IC, Supervisor, Branch Manager	
DIRECT REPORTS:	n/a	
OVERALL PURPOSE:	To be part of the shared responsibility to ensure the efficient running of the factory processing department.	
RELATIONSHIPS	Internal	Branch Manager 2IC Supervisors Quality Compliance All Production Team Member
	External	n/a

KEY ACCOUNTABILITIES	
Key accountabilities and responsibilities of the role	- To ensure the standard of product meets company standards. - To ensure product is handled with care at every step of the process. - To ensure the cold chain is maintained at every step of the process. - Reporting to your supervisor when standards are not being met.
General:	All day-to-day tasks required as normal
Health & Safety:	- All team members will understand and engage with the Company Health and Safety HSW Strategy Plan. - Be aware of and comply with the legislative requirements.

	• Help establish, observe, and comply with safe work practices and equipment. • Be involved in the development and review of procedures for identifying and managing risk/hazards in the business where required. • Accurately report and record any events (notifiable events, injuries, incidents, near misses and discomfort and soreness), including those relating to visitors or contractors in a timely manner. • Use and care for safety equipment and clothing correctly and as required whenever it is provided. • Challenge unsafe behaviour by any workers in the workplace. • Behave in a manner that does not endanger the health and safety of themselves or others.
Other:	• From time-to-time other tasks may be requested of you to align with the changing needs of the business. • Positively contribute to improvement efforts across the wider team • Attend training courses, internal and/or external

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES	
Qualifications and/or Experience:	• Training provided on the job
Skills and Knowledge:	• Positive attitude • Excellent communication skills • Solid understanding of Health and Safety regulations and practices • Understand Food Safety Policy
Personal Attributes:	• Highly organised with strong attention to detail • Ability to self-manage and use initiative • A team player with a can-do attitude • Have a desire to learn and grown your skills further

I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Name: _____ **Signed:** _____

Dated: _____