



## **Job Description**

<b>Position</b>	Processing Worker
<b>Direct Report</b>	Departmental Supervisor

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### **Company Vision**

“We will be the very best meat processor, by being innovative and responsive to the interest and continued success of our customers, which in turn will provide for the success of our co-workers, suppliers and community”

### **Overview**

The primary responsibility of this role is to complete tasks efficiently and accurately so that it processing site becomes efficient, creating a competitive advantage and establishing “best practice” processes.

**Reports to:** Site Management and Departmental Supervisor

### **Key Responsibilities**

#### **Production**

- Ensure tasks are finished accurately as directed by your supervisor and as per company / customer product specifications.
- Ensure product labelling is correct and that product seals aren’t compromised where necessary.
- Ensure accurate yield/production reports are completed where required.
- Minimise waste wherever practical.

#### **Efficient Stock Management**

- Ensure production stock for wholesale is rotated on a first in first out basis.
- Assist with the management of Company stocktakes when required, for but not limited to chilled and frozen stock on site.

#### **Food Safety**

- Ensure that you maintain the highest level of food safety.
- Ensure that your work area is kept clean and tidy.
- Ensure all products are produced in a safe and fit for purpose manner.
- Ensure all regulatory paperwork under the Food Control Plan is completed accurately and on time.
- Ensure the department and associated equipment is maintained in a clean and fit for use condition.

## **Health & Safety**

Under the Health and Safety at Work Act 2015 you are obliged to:

- Take reasonable care of your own health and safety, including reasonable care that others are not harmed by something you do or don't do.
- Follow reasonable health and safety instructions given by anyone at Bidfood, as far as you are reasonably able to.
- Cooperate with any reasonable Bidfood business policy or procedure relating to the workplace's health and safety.
- Ensure that all accidents, injuries near misses or hazards that occur at work or that affect your work are reported as soon as possible to your Manager or branch Health and Safety Coordinator.
- Ensure that Personal Protective Equipment (PPE) is being worn at all times.
- Advise your supervisor of any damaged or faulty equipment immediately.
- Ensure that the Health and Safety Officer is advised of any new accidents, incidents or hazards identified immediately to Factory Manager. Report any employee health and safety concerns to the Safety Officer.
- No Machinery is to be operated until fully trained and signed off that training has been done and you are fully capable to operate.

## **General**

- Report to your supervisor any possible processing efficiency improvements that may improve the efficient operation of the processing site so that these can be investigated.
- Undertake and carry out any other fair and reasonable duties or tasks as required by the Management team for which you are trained, instructed or for which training will be given.

## **Bonus**

We offer \$40/week gross incentive for on time start and work attendance each week.