

Job Title	Factory Hand – Level 1
Employee Name	
Location	Bairnsdale
Direct Report To	Production Manager
Commencement Date	

Position Objective

The objective of a Level 1 Factory Hand is to participate in the DFM induction process to become familiar with the DFM Culture, Policies & Procedures and participate in required training, while under supervision acting as a valued member of the team working towards achieving production goals and carrying out level 1 production, packing and cleaning duties.

Key Responsibilities

1. Undertake DFMs induction program, becoming familiar with DFM Culture, Values, Policies & Procedures
2. Work under supervision of higher level employees in general level 1 production, packing and cleaning duties
3. Participate in a team to achieve designated tasks
4. Operate basic production & packing equipment, machinery and processes
5. Follow OHS, Food Safety, QA and GMP procedures
6. Participate in and demonstrate commitment to DFM's Performance Development and 90 day plan procedure

Responsibilities specific to all positions within DFM:

- Adopting at all times a corporate view that promotes DFM's vision, mission and values
- Maintaining at all times confidentiality and integrity of information associated with DFM and use discretion and diplomacy in dealing with issues which are of a sensitive nature
- Promoting a culture of responsible risk management including the fulfilment of any obligations such as OHS, merit and equity, discrimination and harassment
- Performing duties in a satisfactory, timely, accurate and professional manner, demonstrating a flexible and responsible attitude, developing and maintaining effective working relationships
- Staff will abide by the Terms and Conditions of their Contract of Employment, and comply with DFM's policies, procedures and practices
- Staff can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level



FACTORY HAND – LEVEL 1
POSITION DESCRIPTION

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Modified By: C Hegedus
Authorised By: HR Manager

- Specific performance targets will be negotiated as part of the DFM's performance review process.

Key Relationships

Production Manager, Floor Manager, QA Manager, HR Manager, Stores

Skills / Competencies / Qualifications / License(s)

1. Exercises minimal judgement
2. Works under direct supervision
3. Undertake structured training objectives to achieve and exceed level 1 competencies and then work towards transitioning to level 2 competency requirements

This position description is subject to change from time to time as the organisation may develop or restructure. Major changes of duties shall be the subject of discussion with the position incumbent.

Employee Signature

Date

Print Name.....