

## Position Description

<b>POSITION TITLE:</b>	<b>Production Worker</b>
<b>DEPARTMENT:</b>	Packaging
<b>RESPONSIBLE TO:</b>	<b>Packaging Site Supervisor &amp; Supervisor</b>
<b>DIRECT REPORTS:</b>	Nil
<b>EMPLOYMENT TYPE:</b>	Full Time, Part Time, Casual
<b>LOCATION:</b>	Panorama, Elizabeth & Torrensville
<b>SCREENING REQUIRED:</b>	<input checked="" type="checkbox"/> National Police Check <input type="checkbox"/> DCSI – Working with Children <input checked="" type="checkbox"/> DCSI – Disability <input checked="" type="checkbox"/> Medical

Bedford changes the lives of people with disability by building capacity, independence and wellbeing. We do this by providing a broad suite of NDIS support services including employment opportunities and social participation activities. We offer exceptional tailored services to meet individual goals, in the workplace and in the community. We build healthy relationships, foster skills to last a lifetime, and pride ourselves on providing hands-on support to plan all areas of our customer's lives. Above all, we promote individual choice and control to empower people with disability to live fulfilled and happy lives.

### POSITION SUMMARY

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Reporting to the Supervisor, this role is responsible for the set up and operation of machinery and equipment to perform processing operations, utilising production of parts, assemblies and complete units.

### . KEY RESPONSIBILITIES / KPI's

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#### Customers/Suppliers/Quality

- Ensure production quality meets customer requirements and is in accordance with quality standards.
- Ensure by final inspection that all outgoing products meet ISO 9001 / 2015 standard.
- Ensure work meets or exceeds standards and identifies and implements ways to make job tasks or processes more efficient.
- Develop and maintain a strong working relationship with internal stakeholders across all Packaging sites. Where possible, share ideas about production efficiencies.

#### Production and Performance (Financial)

- Maintain production levels as per schedule.
- Responsible for operating machinery as per Standard Operating Procedures (SOPs).
- Responsible for driving duties using packaging vehicles. Deliveries, pickups and general errands.

- Detect malfunctions through maintaining close monitoring of control indicators, dials and gauges.
- Maintain the cleanliness of the general work area and machinery.
- Support and assist in the supervision of supported employees in their roles to contribute to overall organisation success.
- Looks beyond the requirements of one's own role to offer suggestions for improvements of overall organisation operations.
- Apply the requirements of the various Quality Management Systems, ensuring effective systems are in place and applied in line with policy.
- Attend team meetings as required.
- Comply with accreditation systems, such as QA (ISO 9001:2015), HACCP and WHS (AS/NZS 4801).

### **People/Leadership**

- Be accountable for compliance within Bedford's policies and procedures, including Bedford and NDIS Code of Conduct and Equal Employment Opportunities.
- Provide strong leadership for Supported Employees/Clients.
- Promote a positive team culture and behaviours in accordance with Bedford's values and NDIS Practice Standards.

### **Safety**

- Ensure compliance with all statutory, WHS and Quality standards, organisational policy and internal housekeeping.
- Ensure that all incidents are reported to the Senior Supervisor/Supervisor in a timely manner, and all hazards and risks are identified.

### **Other**

- Other duties as per the direction of the Senior Supervisor, Packaging.
- Travel to other sites, as and when required.

## **KEY CHALLENGES**

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- Ensuring that Key Performance Indicators (KPI's) are being met.
- Ensuring all work is performed to the highest of standards.

## **SKILLS/ATTRIBUTES**

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### **Personal Attributes**

- Well-developed written and verbal communication skills.
- A positive and empathic attitude towards people with a disability.
- Be an ethical, outcomes and results driven individual with a positive attitude
- Demonstrate resilience, initiative and collaboration
- The ability to exercise judgement to changing needs and situations
- Outstanding interpersonal skills

## Essential Skills and Qualities

- Excellent organisational and time management skills and the ability to prioritise.
- Ability to work in a fast paced and highly demanding environment.
- Experienced in the operation of machinery equipment.
- Forklift licence.
- Truck driver's licence (desirable).

## CORPORATE RESPONSIBILITIES

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In accordance with current legislation specific to your job role and responsibilities, all staff are required to become familiar with and work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Disability Insurance Scheme Practice Standards* (the NDIS Practice Standards).

## OTHER RELEVANT INFORMATION

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Further Information about Bedford may be found at: <http://www.bedfordgroup.com.au>

I confirm that I have read and understood the Position Description for the position of Production Worker.

**(Name)**

Signed \_\_\_\_\_

Date \_\_\_\_\_