



JOB DESCRIPTION

Production & Delivery Assistant

Division: Operations

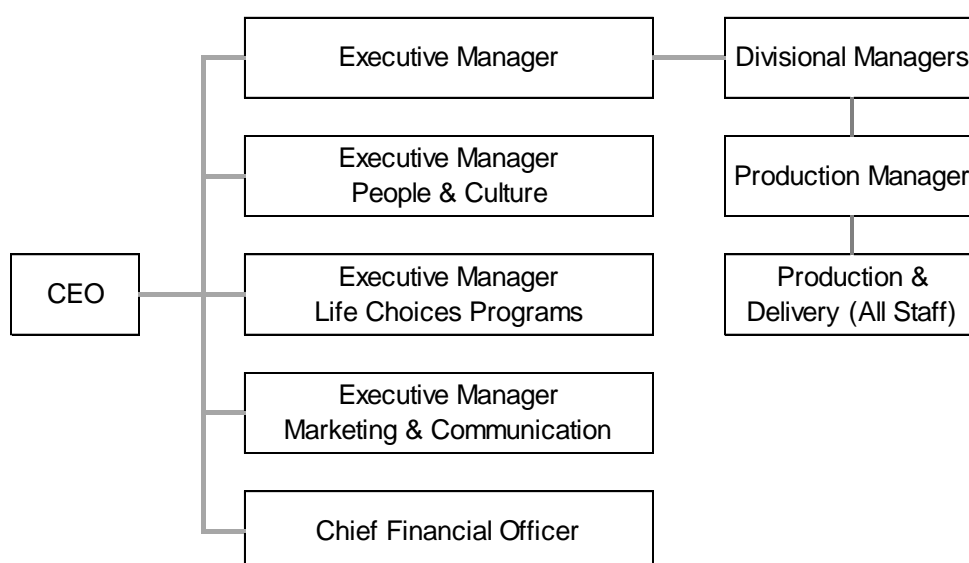
Location: Unanderra / Nowra

Classification: Level 5

POSITION OBJECTIVES

Key Objectives: Reporting to the Manager of the division you are working in at the time and taking direction and advice from your Manager, your role will be to apply your skills and experience to assist in the production needs of the business, including but not limited to the production, processing, delivery and pick up of Flagstaff product.

ORGANISATIONAL RELATIONSHIPS



RESPONSIBILITIES & ACCOUNTABILITIES

VALUES & CULTURE:

- Role model and promote Flagstaff's values in all aspects of duty and promote a culture of service-oriented excellence in all activities,
- Consistently demonstrate a commitment to supporting People with a Disability to achieve their goals and/or workplace targets, and to the value that inclusion in all aspects of society and community for People with a Disability is a right, not a goal;
- Ensure that innovation or desired work performance/behaviour by individuals or teams (particularly those under your observation or supervision) is acknowledged and where appropriate, celebrated and/or formally recognised;
- Ensure that any unacceptable behaviour, diminished work performance or failure to meet Flagstaff's values and culture by individuals or teams under your control is reported and/or addressed consistent with Flagstaff expectations, policies and/or procedures;

ROLE SPECIFIC:

(Consistent achievement of these Responsibilities to Flagstaff's standards will be the key measure used to determine successful appointment after any probationary employment period and/or continued employment thereafter)

- Rapidly develop (i.e., within one month of undertaking the role) learn, understand, and maintain the ability to undertake all tasks associated with the role you are undertaking.
- Proactively support & ensure all aspects of daily production output within the division you are working in.
- Work individually or in a team environment with limited personal supervision.
- Consistently & cooperatively accept direction & instruction from Supervisors or Managers.
- As required, correctly operate Flagstaff vehicles, tools, plant & equipment with the level of your licence, qualification, or training.
- Ensure all assigned tasks are performed correctly and consistent with your licence, qualification, training and/or instruction.
- Ensure your individual Work Health & Safety Responsibilities (as outlined in this document) are continually met.
- Without assistance, consistently and correctly apply quality assurance practices and processes.
- Without assistance, consistently ensure accuracy reading, interpreting and/or working from complex instructions and procedures (including but not limited to Flagstaff Policies & Procedures).
- Without assistance, consistently accurate in all counting, reading, measuring, data entry and record keeping both written (hard copy) and computer (soft copy).
- Work rostered shifts in different business divisions, and with different starting and finishing times and which may include weekends and/or public holidays.

WORK HEALTH & SAFETY RESPONSIBILITIES

- Rapidly develop awareness & understanding of the Flagstaff Workplace Health & Safety Policy, Management System, and any associated documents.
- Comply with all WHS Legislation and any Flagstaff specific Policies, Procedures, practices, training, and directions.
- Maintain safe work conditions and use safe work practices at all times.
- Comply with safety directions.
- Attend training courses as required.
- Correctly wear any required PPE at all times.
- Immediately report all incidents, accidents, defective equipment, actual & potential hazards and unsafe work practices.

SELECTION CRITERIA

Mandatory

(i.e. applicants who do not, or cannot, meet these requirements cannot be considered for the role)

- ✓ Eligible to immediately work in Australia without sponsorship.
- ✓ Able to provide (on commencement and at mandated intervals) a National Police Criminal History check no more than 12 months old.
- ✓ Able to provide (on commencement and at mandated intervals) a current Working with Children check and be willing to sign a Working with Children declaration.
- ✓ Able to provide (on commencement and at mandated intervals) a NDIS Worker Clearance.
- ✓ Willing & able to work in non-air-conditioned factory, workshop or outside environment.
- ✓ Willing & able to work in cold environments such as cool rooms and/or freezers (whilst wearing issued PPE).
- ✓ A level of physical fitness that will allow you to undertake physical & manual handling activities throughout the division and a willingness to undertake such activities.
- ✓ Demonstrated capacity to retain & remember instruction and training on WHS requirements and quality control/assurance procedures.
- ✓ Demonstrated capacity to read, interpret and/or work from complex instructions and procedures.
- ✓ Display familiarity in the use of core office software applications.
- ✓ Able to provide evidence (i.e. a certificate of completion) of completion of the National Disability Insurance Scheme (NDIS) online worker orientation module 'Quality, Safety and You'.
- ✓ Hold a current NSW Drivers Licence (Car) and produce a driving record that demonstrates a safe driving record (if requested).
- ✓ Hold a current NSW Heavy Vehicle Driver's Licence and produce a driving record that demonstrates a safe driving record (if requested).
- ✓ Hold or be immediately eligible, capable, and willing to obtain a Forklift Truck Licence.

- ✓ Hold or be eligible to immediately obtain a Confined Space Entry qualification.
- ✓ Hold or be immediately eligible, capable, and willing to obtain a First Aid Certificate and the capacity & willingness to act as a workplace first aid officer (where requested and in receipt of the relevant Flagstaff allowance).
- ✓ Commitment and & willingness to work rostered shifts in different business divisions, and with varying starting & finishing times and which may include weekends and/or public holidays.
- ✓ Able to provide evidence of being double vaccinated, Covid-19

Note: *This position may, after due consultation, be revised and amended from time to time in accordance with the needs of Flagstaff.*

ACKNOWLEDGEMENT & ACCEPTANCE OF POSITION:

By signing this document, you:

- [a] Acknowledge that you have read and understand every page of this document and confirm that you already have the pre-requisite qualifications, skills and/or knowledge to meet the 'Position Objectives', 'Responsibilities & Accountabilities' and 'Selection Criteria' for this role as outlined in this document.
- [b] Accept to carry out the role and confirm that you are not aware of any personal or external circumstance that would prevent you from meeting the 'Responsibilities & Accountabilities' as outlined in this document.
- [c] Understand that Flagstaff business divisions have mandatory shut periods (for example the Christmas period) and you may be required to take leave during that period and where no other form of leave entitlement is accrued, such leave may be unpaid.

Print Name: _____ Dated: ____ / ____ / ____

Signature: _____