

ROLE/JOB DESCRIPTION

Position:	Table hand/ Process Worker (Supported Employment)
Reports to:	Site Manager and Site Supervisor
Department:	Disability Enterprise – Packforce Pty Ltd

Summary of Duties

- Work under direct supervision either individually or in a team environment
- Understand and undertake quality control/assurance procedures, including the ability to recognise quality and conforming/ non-conforming products and materials
- Repetition work using manual labour, automatic, semi automatic, single purpose machines and equipment.
- May be required to operate machinery that requires set up skills
- Use written, spoken and/or other communication means to communicate and follow instructions in an assembly and packaging environment
- Use selected jigs, equipment and machinery, as required
- Perform tasks such as - assembly, labelling, collating, sorting, palletising, heat sealing, receiving and despatching, stock control, pallet wrapping and stacking of products
- Other tasks, as required, by Packforce

Key Performance Indicators

- Perform tasks as required and to a level of productivity determined by Packforce
- Maintain appropriate behaviour in the workplace, in line with Cerebral Palsy Alliance 'Code of Conduct'
- Demonstrate an understanding of workers responsibilities
- Accept and carry out (fair) instructions given by staff
- Participate as a team member in work activities
- Comply and work within the Occupational Health and Safety requirements of the workplace
- Comply and work within Cerebral Palsy Alliance policies and procedures