



Costa Position Description

Position Title:	Fill Line Production Assistant
Department:	Fill Line/Department B
Reporting To:	Fill Line Supervisor
Location:	Mernda
Reviewed:	21.06.2022
Version:	2.0

1. Basic Summary of Position:

To assist the Fill Line area of the Compost Processing Facility to fill and empty mushroom growing trays ensuring all products comply with the quality standards and HACCP procedures.

2. Key Accountabilities and Responsibilities:

<p>Accountability and Responsibilities:</p> <ul style="list-style-type: none"> To be familiar with the stock rotation of the phase 1 compost. Assist with the day to day running of the Fill Line by maintaining efficiency rates of 200 trays filled and stacked per man hour. Maintain an accurate schedule, meeting all daily, weekly, and monthly production schedules. Maintain the QA requirement of product traceability data. Operate front end loader. Undertake safe loading of trays onto the destacker. Undertake safe unloading of trays from the rejecter. Undertake safe loading and transferring of trays into correct phase II growing rooms. Operate all machinery and plant according to documented Safe Operating Procedures. Perform the correct 'Clean Up' procedure both throughout the course of the production run and at the end of the working day. Report all incidents, accidents, near miss and property damage. Other duties as directed including duties in other shifts/areas/departments. Participate in learning and development initiatives. Participate in the fostering of an environment that complies with Company policies. Support Costa employees and managers to achieve best practice HS&E, Injury Management, Communication & Collaboration, EEO, Diversity, Food Safety and Quality Assurance, Customer Service and Continuous Improvement. Support Costa values and principles. Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees. Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work. Work in accordance with the policies and procedures of the company, as amended from time to time. Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others. Perform only those procedures or tasks for which he/she has received appropriate training and instructions.

3. Key Challenges:

- Establish positive relationships in workgroup.
- Open communications with supervisor and workgroup.
- Ensure satisfactory service levels for internal and external customers.
- Providing accurate and timely information when required.

4. Candidate Requirements:

(a) Education, Qualifications, Training:

- Forklift licence essential.

(b) Experience, Skills, Knowledge:

- Minimum 1 years' experience on forklift.
- Previous experience operating machinery preferred.
- Competent driver.
- Physically fit.
- Basic English reading and writing.

(c) Competencies/Character Qualities/Values:

- Determination – acting decisively and with a sense of urgency
- Passion – challenging the status quo and acting with energy and enthusiasm
- Accountability – focusing on outcomes and delivering on commitments
- Sincerity – acting boldly in an open, honest, and responsible manner
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety