

Factory Hand Job Description

A comprehensive job description template
for manufacturing and production facilities

Company Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and manufacturing industry practices at the time of publication. You should review and tailor this template to suit your facility, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Factory Hand / Factory Worker / General Hand / Production Labourer

1.2 Position Summary

The Factory Hand is an entry-level position performing various tasks across the manufacturing facility. This role involves handling materials, maintaining cleanliness of work areas and equipment, feeding machines with raw materials, sorting finished products and supporting production workers and machine operators in their duties.

Factory Hands assist with the smooth operation of the production floor by performing general labour tasks as directed. This includes moving raw materials and components to production areas, removing finished products from production lines, keeping work areas clean and organized, and helping with basic quality checks. The role provides an opportunity to learn manufacturing processes and develop skills in a factory environment.

1.3 Reporting Structure

This position reports to:

- Production Supervisor
- Team Leader
- Shift Supervisor

1.4 Employment Type

This position is available as:

- Casual (flexible shifts as required)
- Part-time (regular rostered days)
- Full-time (38 hours per week)

2. Key Responsibilities

2.1 General Duties

- Perform various tasks as directed by supervisor or team leader
- Follow work instructions and standard operating procedures
- Assist production workers and machine operators as needed
- Maintain a safe and efficient work environment
- Report any issues or concerns to supervisor immediately
- Learn and adapt to different tasks across the facility

2.2 Material Handling

- Move raw materials, components and supplies to production areas
- Remove finished products from production lines and machines
- Load and unload materials using trolleys, pallet jacks or forklifts (if licensed)
- Stack and organize materials in designated storage areas
- Check materials are delivered to correct locations
- Handle materials safely to prevent damage or injury

2.3 Cleaning and Maintenance

- Keep work areas clean, tidy and free from hazards
- Clean equipment and machinery as per schedules
- Sweep, mop and maintain cleanliness of production floors
- Remove waste and scrap materials to designated areas
- Dispose of waste properly according to site procedures
- Report any maintenance issues or equipment faults

2.4 Machine Feeding and Support

- Load raw materials into machines and production equipment
- Remove finished products from machines
- Monitor material supply and alert operators when replenishment needed
- Assist with setting up machines for production runs
- Support machine operators during changeovers
- Learn basic machine operations under supervision

2.5 Sorting and Quality Support

- Sort finished products according to specifications
- Identify and separate defective or damaged items
- Perform visual quality checks as instructed
- Package products or prepare items for next production stage
- Label and mark products correctly
- Report quality issues to supervisor or quality control

2.6 Safety and Compliance

- Follow all workplace health and safety procedures
- Wear required personal protective equipment (PPE) at all times
- Participate in safety meetings and training sessions
- Report hazards, near misses and incidents immediately

- Use equipment and machinery safely according to training
- Comply with site security and access control procedures

3. Required Skills and Attributes

3.1 Essential Skills

Physical Fitness

Good physical fitness and stamina for manual work. Ability to lift, carry and move materials safely. Comfortable with standing, walking and bending for extended periods. Capacity to work in physically demanding environments.

Reliability and Punctuality

Consistent attendance and punctuality for all shifts. Dependable work ethic and commitment to completing assigned tasks. Ability to work scheduled hours including early starts or shift work.

Willingness to Learn

Positive attitude toward learning new tasks and skills. Ability to follow instructions and training. Openness to constructive feedback and continuous improvement. Eagerness to develop knowledge of manufacturing processes.

Following Instructions

Ability to understand and follow verbal and written instructions. Attention to detail in completing tasks correctly. Asking questions when instructions are unclear. Working methodically according to procedures.

Safety Awareness

Understanding of basic workplace safety principles. Commitment to following safety rules and wearing PPE. Awareness of hazards in manufacturing environments. Taking personal responsibility for own safety and that of others.

3.2 Personal Attributes

- Flexibility and adaptability to different tasks
- Good teamwork and ability to work cooperatively
- Positive attitude and willingness to help
- Basic problem-solving skills
- Ability to work independently once trained
- Good communication with supervisors and team members
- Pride in work and attention to quality
- Honest and trustworthy character

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Basic literacy and numeracy skills

- Physical capacity for manual work and material handling
- Eligibility to work in Australia
- Willingness to undergo pre-employment medical assessment if required
- Ability to follow safety procedures and wear PPE
- Reliable transport to workplace (especially for shift work)

4.2 Desirable Qualifications

- Previous experience in factory, warehouse or manual labour roles
- Forklift licence (LF class) or willingness to obtain
- Certificate II in Manufacturing or related field
- First Aid certificate
- Understanding of workplace safety principles
- Experience with hand tools and basic equipment

4.3 Experience

This is an entry-level position suitable for candidates with no previous factory experience. Full on-the-job training will be provided in all tasks, safety procedures and use of equipment. The role offers opportunities to learn manufacturing processes, develop practical skills and potentially progress to more specialized production positions.

Candidates with previous factory, warehouse or general labour experience are highly regarded. Experience with material handling, operating basic machinery or working in team-based production environments is advantageous.

5. Working Conditions

5.1 Hours of Work

- Various shift patterns including day, afternoon and night shifts
- Full-time positions typically 38 hours per week
- Part-time and casual shifts available
- Overtime may be available or required during busy periods
- Roster provided in advance as per award requirements
- May include weekend work depending on production schedule

5.2 Physical Requirements

- Standing and walking for majority of shift
- Lifting and carrying items up to 15-20kg regularly
- Bending, reaching and repetitive movements
- Working at a consistent pace throughout shift

- Physical stamina for 8-12 hour shifts
- Manual dexterity for handling materials and products

5.3 Work Environment

- Manufacturing facility or factory warehouse environment
- Exposure to noise, dust and industrial equipment
- Temperature variations depending on production area
- Working around moving machinery and vehicles
- Fast-paced production environment
- Working as part of a production team

5.4 Dress Code and PPE

- Safety footwear (steel-capped boots) required at all times
- High-visibility vest or company-provided uniform
- Hearing protection in designated areas
- Safety glasses or protective eyewear
- Gloves for material handling tasks
- Additional PPE as required for specific tasks or areas

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Manufacturing and Associated Industries and Occupations Award 2020 (MA000010). The award sets minimum pay rates, penalty rates, allowances and conditions for employees working in manufacturing and production facilities.

6.2 Classification Level

Factory Hands are generally classified under the award as:

- Level C13: Entry level employee performing basic routine duties under direct supervision
- Level C14: Employee performing routine duties with some variety under general supervision

The specific classification level will be determined based on the nature of duties, level of supervision required and experience. New starters typically commence at C13 level and may progress to C14 as skills and experience develop.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates and allowances including:

- Afternoon shift: 15% loading (shifts finishing after 6pm)
- Night shift: 30% loading (shifts finishing after midnight)

- Saturday: 150% of base rate
- Sunday: 200% of base rate
- Public holidays: 250% of base rate
- Additional allowances may apply for specific tasks or conditions

Casual employees receive a 25% casual loading instead of paid leave entitlements. Refer to the Manufacturing and Associated Industries and Occupations Award 2020 for current rates and detailed conditions.

7. Expected Behaviours

7.1 Attendance and Punctuality

- Arrive on time for all scheduled shifts ready to commence work
- Notify supervisor as early as possible if unable to attend
- Attend work regularly and maintain good attendance record
- Be prepared to work scheduled hours including overtime when required
- Follow break times and return to work promptly

7.2 Work Performance

- Complete assigned tasks efficiently and to required standards
- Work at a consistent pace throughout the shift
- Ask questions if unsure about tasks or procedures
- Take initiative to assist team members and identify work to be done
- Maintain focus and concentration on tasks
- Report any problems or delays to supervisor

7.3 Safety and Compliance

- Follow all workplace health and safety rules and procedures
- Wear all required personal protective equipment correctly
- Report all hazards, incidents and near misses immediately
- Use equipment and machinery only as trained and authorized
- Keep work areas clean and free from safety hazards
- Participate in safety meetings and training sessions

7.4 Teamwork and Communication

- Work cooperatively with team members and supervisors
- Communicate clearly and respectfully with colleagues
- Follow instructions from supervisors and team leaders
- Offer assistance to team members when needed

- Maintain positive attitude and professional behavior
- Respect workplace policies including mobile phone and break area rules

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume outlining work history and experience
- Brief cover letter expressing interest in the position
- Contact details for at least two referees (employment or character references)
- Copy of Forklift licence if applicable
- Details of any relevant qualifications or certificates
- Confirmation of eligibility to work in Australia

8.2 Selection Process

Shortlisted candidates will be invited to:

- Phone interview to discuss experience, availability and suitability
- Face-to-face interview with production supervisor or manager
- Site tour to view the facility and work environment
- Pre-employment medical assessment (if required)
- Reference checks with previous employers
- Induction and safety training before commencing work

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all suitable candidates regardless of age, gender, cultural background, disability or other characteristics protected by law. We value diversity and are committed to creating an inclusive and safe workplace for all employees.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the facility.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____