

Packer Job Description

A comprehensive job description template
for manufacturing and warehouse operations

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 business, 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

Packer / Packaging Operator / Production Packer

1.2 Position Summary

The Packer is responsible for packing finished products into appropriate packaging according to product specifications and customer requirements. This role involves applying labels and product information, inspecting products for quality, assembling packaging materials, and palletising goods for dispatch. Packers work as part of a production line team to ensure products are correctly packaged, labelled and ready for distribution.

The position requires maintaining speed and accuracy while meeting production quotas. Packers follow standard operating procedures, quality control guidelines and workplace safety requirements. The role involves repetitive manual tasks, attention to detail, and working efficiently in a fast-paced manufacturing or warehouse environment.

1.3 Reporting Structure

This position reports to:

- Packing Supervisor
- Line Supervisor
- Production Supervisor / Warehouse Manager

1.4 Employment Type

This position is available as:

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

2. Key Responsibilities

2.1 Packing Products

- Place products into boxes, cartons or other packaging according to specifications
- Follow packing procedures and product handling instructions
- Ensure correct quantities are packed as per customer orders
- Arrange products neatly and securely within packaging
- Seal packages using tape, strapping or shrink wrap
- Maintain packing speed to meet production targets

2.2 Labelling and Product Information

- Apply labels, barcodes and product information accurately
- Ensure labels are placed correctly and securely
- Verify batch numbers, dates and product codes
- Apply warning labels and handling instructions where required
- Scan barcodes for inventory tracking
- Complete packing documentation and checklists

2.3 Quality Checking

- Inspect products for defects, damage or quality issues before packing
- Remove faulty or non-conforming products from the line
- Report quality problems to supervisor immediately
- Ensure packaging is in good condition and suitable for use
- Verify product specifications match packing requirements
- Conduct random quality checks as required

2.4 Box Assembly and Packaging Materials

- Assemble flat-pack cartons and boxes
- Prepare packaging materials for the packing line
- Keep packaging supplies stocked and accessible
- Use packing materials efficiently to minimize waste
- Dispose of waste packaging materials appropriately
- Request supplies from supervisor when stocks are low

2.5 Palletising and Dispatch Preparation

- Stack packed products onto pallets safely and securely
- Arrange pallets according to dispatch requirements
- Apply stretch wrap or strapping to secure pallets
- Attach pallet labels and dispatch documentation
- Move completed pallets to designated dispatch areas
- Ensure pallets are stable and safe for transport

2.6 Line Support and General Duties

- Keep packing station clean, organized and well-stocked
- Assist other packers and production staff as needed
- Clear blockages and maintain smooth line flow
- Follow workplace health and safety procedures

- Attend team meetings and training sessions
- Report equipment faults or maintenance issues

3. Required Skills and Attributes

3.1 Essential Skills

Speed and Accuracy

Ability to work quickly while maintaining accuracy in packing and labelling. Efficient hand-eye coordination for repetitive tasks. Capable of meeting production quotas and deadlines. Good manual dexterity for handling small products and packaging materials.

Attention to Detail

Careful observation to identify product defects or quality issues. Accuracy in counting, labelling and verifying product information. Ability to follow packing specifications and procedures precisely. Thoroughness in checking work before sending to dispatch.

Physical Stamina

Physical fitness for standing at packing stations for extended periods. Ability to perform repetitive movements throughout shifts. Capacity to lift and move boxes, cartons and materials. Stamina to work in physically demanding production environments.

Teamwork and Reliability

Ability to work effectively as part of a production line team. Reliable and punctual attendance for rostered shifts. Willingness to assist colleagues and support line operations. Good communication with supervisors and team members about issues or delays.

3.2 Personal Attributes

- Strong work ethic and commitment to meeting targets
- Reliable and punctual with good attendance
- Ability to follow instructions and procedures
- Adaptable to changing production requirements
- Positive attitude and willingness to learn
- Safety-conscious with attention to workplace hazards
- Quality-focused with pride in work
- Patient and persistent with repetitive tasks
- Cooperative and supportive of team members

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Basic numeracy skills for counting products and labelling
- Ability to read and understand packing instructions

- Physical capability to perform manual packing tasks
- Eligibility to work in Australia
- Willingness to work shift hours including early starts

4.2 Desirable Qualifications

- Previous packing or production line experience
- Forklift licence (for palletising and material handling)
- Food handling certificate (for food manufacturing)
- Basic computer skills for scanning and data entry
- Experience with packing machinery and equipment
- Understanding of quality control procedures

4.3 Experience

Entry-level positions are available with no prior experience required. Training will be provided in packing procedures, quality standards, workplace safety and equipment operation. Experienced packers should demonstrate efficient packing speed, understanding of quality control, ability to work independently, and knowledge of warehouse or manufacturing operations.

5. Working Conditions

5.1 Hours of Work

- Shift work including early morning, day and afternoon shifts
- Full-time positions typically 38 hours per week
- Part-time and casual shifts available
- Overtime may be required during busy periods
- Weekend work may be required depending on production schedule
- Roster provided in advance as per award requirements

5.2 Physical Requirements

- Standing at packing stations for extended periods (up to 8+ hours)
- Repetitive hand and arm movements throughout shift
- Bending, reaching and stretching to pack products
- Lifting boxes and materials (typically up to 15-20kg)
- Manual handling of products and packaging materials
- Good vision for inspecting products and reading labels

5.3 Work Environment

- Factory or warehouse environment
- Working at packing stations on production lines

- Noise from machinery and packing operations
- Temperature-controlled environments (may include cold rooms)
- Fast-paced production environment with quotas
- Working as part of a team in close proximity to others

5.4 Dress Code and Safety Equipment

- Company uniform or suitable work clothing as required
- Safety footwear (steel-capped boots) mandatory
- Hair nets, beard nets and aprons (especially in food manufacturing)
- Personal protective equipment (PPE) as required
- Jewelry restrictions for safety and hygiene
- High-visibility vest if working in forklift areas

6. Award Information

6.1 Modern Award Coverage

This position is typically 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, production and related operations.

6.2 Classification Level

Packers are generally classified under the award as:

- Level C13: Production Employee - Introductory level
- Level C14: Production Employee - After initial training period
- Higher classifications for experienced packers with additional duties

Entry-level packers typically commence at C13 classification and progress to C14 after demonstrating competency and completing initial training. The specific classification will be determined based on duties, skills and experience.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Afternoon shift (after 6pm): Shift loading applies
- Night shift (after midnight): Higher shift loading
- Saturday: 150% of base rate
- Sunday: 200% of base rate
- Public holidays: 250% of base rate

Casual employees receive a 25% casual loading instead of paid leave entitlements. Refer to the Manufacturing Award 2020 (MA000010) for current rates and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on time and ready to commence work at shift start
- Notify supervisor as early as possible if unable to attend shift
- Follow all company policies and procedures
- Maintain professional behavior and respectful communication
- Attend toolbox talks and training sessions
- Report incidents, hazards or concerns to supervisor

7.2 Quality Standards

- Follow packing specifications and procedures accurately
- Inspect products and packaging for quality issues
- Maintain consistent quality throughout the shift
- Report quality problems immediately to prevent further issues
- Take pride in producing correctly packed products
- Contribute to continuous improvement suggestions

7.3 Health and Safety

- Follow all workplace health and safety procedures
- Use personal protective equipment (PPE) as required
- Practice safe manual handling techniques
- Keep work area clean, tidy and free of hazards
- Report equipment faults or safety concerns immediately
- Participate in safety training and emergency drills

7.4 Productivity and Teamwork

- Work efficiently to meet production targets and quotas
- Minimize downtime and maintain consistent work pace
- Cooperate with team members to support line operations
- Communicate with supervisors about production issues
- Assist colleagues when needed to maintain workflow
- Adapt to changing production priorities

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including work history
- Cover letter outlining relevant experience and availability
- Copy of forklift licence (if applicable)
- Copy of food handling certificate (if applicable)
- Contact details for at least two referees
- Proof of eligibility to work in Australia

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview to discuss experience and availability
- Face-to-face interview with production supervisor or manager
- Site tour to view the production and packing operations
- Reference checks with previous employers
- Pre-employment medical assessment (if required)
- Induction and training before commencing

8.3 Equal Opportunity

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

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____