

Production Worker 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 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

Production Worker / Production Operator / Manufacturing Worker

1.2 Position Summary

The Production Worker is responsible for operating machinery and equipment to produce goods according to specifications and quality standards. This role involves hands-on work on the factory floor, including machine operation, quality monitoring, material handling, and basic equipment maintenance. Production workers play a critical role in meeting production targets while maintaining safety standards and product quality.

The position requires following standard operating procedures, conducting quality checks throughout the production process, and maintaining a clean and safe work environment. Production workers must demonstrate attention to detail, physical capability for manual tasks, and commitment to workplace health and safety protocols. The role involves working as part of a production team to ensure efficient manufacturing operations.

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 shifts)
- Full-time (38 hours per week)

2. Key Responsibilities

2.1 Production Tasks

- Operate machinery and equipment according to specifications
- Follow standard operating procedures and work instructions
- Monitor production processes and machine performance
- Set up and adjust equipment for production runs
- Meet production targets and output requirements
- Maintain consistent product quality throughout shifts

- Identify and report production issues or bottlenecks

2.2 Quality Monitoring

- Conduct regular quality checks on products
- Inspect products for defects and non-conformance
- Remove defective items from production line
- Measure and verify product specifications
- Document quality control findings and issues
- Report quality concerns to supervisor immediately
- Follow quality assurance procedures and standards

2.3 Material Handling

- Load raw materials into machinery and equipment
- Unload finished products from production lines
- Move materials and products within the facility
- Stack, package and prepare products for dispatch
- Use manual handling equipment safely (trolleys, pallet jacks)
- Monitor material levels and request restocking
- Organize and maintain clean work areas

2.4 Equipment Maintenance

- Perform routine cleaning of machinery and equipment
- Conduct basic maintenance tasks as trained
- Lubricate and service equipment according to schedule
- Identify and report equipment faults or malfunctions
- Assist maintenance staff with repairs when required
- Keep work areas and equipment clean and organized
- Follow preventive maintenance procedures

2.5 Safety Compliance

- Follow all workplace health and safety procedures
- Wear required personal protective equipment (PPE) at all times
- Report hazards, near misses and incidents immediately
- Participate in safety meetings and training sessions
- Conduct pre-start safety checks on equipment
- Follow emergency procedures and evacuation protocols
- Maintain clean and safe work environment

2.6 Documentation

- Record production data and output quantities
- Complete production logs and worksheets accurately
- Document downtime and production interruptions
- Report material usage and wastage
- Complete quality control checklists
- Maintain accurate time and attendance records
- Report issues and incidents in writing when required

3. Required Skills and Attributes

3.1 Essential Skills

Attention to Detail

Strong focus on accuracy when operating machinery and conducting quality checks. Ability to spot defects and inconsistencies in products. Careful attention to measurements, specifications and production standards. Thorough approach to following procedures and instructions.

Physical Fitness

Physical capability for manual handling, lifting and moving materials. Ability to stand for extended periods and perform repetitive tasks. Stamina for working in production environment throughout shifts. Capacity to work in various temperatures and conditions.

Reliability

Consistent attendance and punctuality for all scheduled shifts. Dependable and trustworthy in completing assigned tasks. Commitment to meeting deadlines and production targets. Reliable performance in maintaining quality standards.

Teamwork

Ability to work cooperatively with production team members. Willingness to assist colleagues when needed. Positive contribution to team goals and production targets. Effective collaboration in fast-paced manufacturing environment.

3.2 Personal Attributes

- Strong work ethic and positive attitude
- Safety-conscious mindset
- Ability to follow instructions accurately
- Adaptable to changing production requirements
- Problem-solving approach to production issues
- Good communication skills
- Mechanically minded with practical skills
- Quality-focused and conscientious

- Ability to work under pressure
- Willingness to learn new skills and procedures

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Basic numeracy and literacy skills
- Physical capacity for manual work and material handling
- Ability to understand and follow safety procedures
- Willingness to work shift patterns including early/late/night shifts
- Eligibility to work in Australia
- Reliable transport to access workplace (if required)

4.2 Desirable Qualifications

- Forklift licence (LF or LO class)
- First Aid certificate
- Previous manufacturing or production experience
- Experience with quality control procedures
- Basic computer skills for data entry
- Relevant trade or technical qualifications
- White Card (construction industry)

4.3 Experience

Entry-level positions are available for candidates with no prior manufacturing experience. On-the-job training will be provided in machine operation, safety procedures, quality standards and company processes. Experienced production workers should demonstrate knowledge of manufacturing operations, proven ability to meet production targets, understanding of quality control processes, and strong safety awareness.

5. Working Conditions

5.1 Hours of Work

- Shift work including day, afternoon and night shifts
- Full-time positions typically 38 hours per week
- Shifts generally 8-12 hours in duration
- Weekend work may be required
- Overtime available during busy periods
- Rotating roster patterns as per operational needs

5.2 Physical Requirements

- Standing and walking for extended periods
- Lifting and carrying materials (up to 20kg regularly)
- Bending, reaching and repetitive movements
- Operating machinery and equipment
- Manual handling of products and materials
- Working in various temperatures and conditions

5.3 Work Environment

- Factory or warehouse production environment
- Exposure to machinery noise and industrial conditions
- May involve exposure to dust, fumes or chemicals
- Temperature variations (hot or cold depending on processes)
- Fast-paced production environment
- Team-based manufacturing operations

5.4 Safety Equipment and Dress Code

- Steel-capped safety boots (mandatory)
- High-visibility clothing or uniform
- Safety glasses or face shields as required
- Hearing protection in designated areas
- Gloves and protective clothing as needed
- Hair nets or caps in food production environments
- No loose jewelry or clothing that may cause hazards

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, production and associated operations.

6.2 Classification Level

Production workers are generally classified under the award as:

- Level C10: Introductory level, performing routine duties under supervision
- Level C11: Production employee performing work within competency
- Level C12: Production employee with additional skills and responsibilities

- Level C13: Advanced production employee with specialized skills

The specific classification level will be determined based on skills, duties performed and level of responsibility.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Afternoon shift: 15% loading (Monday to Friday)
- Night shift: 30% loading (Monday to Friday)
- Saturday: 150% of base rate
- Sunday: 200% of base rate
- Public holidays: 250% of base rate
- Additional allowances may apply for specific conditions or skills

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

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on time and ready for work at start of shift
- Notify supervisor as early as possible if unable to attend
- Follow company policies, procedures and code of conduct
- Maintain professional behavior with colleagues and supervisors
- Represent the company positively at all times
- Participate in team meetings and training sessions

7.2 Production Standards

- Meet production targets and quality requirements
- Follow standard operating procedures consistently
- Maintain focus and attention throughout shift
- Complete all required documentation accurately
- Report production issues or concerns promptly
- Contribute to continuous improvement initiatives

7.3 Safety and Housekeeping

- Wear all required PPE at all times
- Follow safe work procedures for all tasks
- Report hazards, near misses and incidents immediately

- Keep work area clean, organized and hazard-free
- Participate actively in safety initiatives
- Never take shortcuts that compromise safety

7.4 Communication and Teamwork

- Communicate effectively with team members and supervisors
- Ask questions when unsure about procedures or tasks
- Support colleagues and work collaboratively
- Share information relevant to production and safety
- Maintain positive and respectful workplace relationships
- Contribute to positive team culture and morale

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including work history
- Cover letter outlining relevant experience and skills
- Copies of relevant qualifications (forklift licence, First Aid, etc.)
- Contact details for at least two referees
- Availability for shift work including early/late/night shifts

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
- Facility tour and overview of production operations
- Pre-employment medical assessment (if required)
- Reference checks with previous employers
- Induction and safety 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 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 business.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____