

# Position Description



<b>POSITION TITLE:</b>	<b>Food Production worker - Bakery</b>	
<b>DEPARTMENT:</b>	Cultivate Food and Beverage	
<b>RESPONSIBLE TO:</b>	<b>Kitchen Supervisor</b>	
<b>DIRECT REPORTS:</b>		
<b>EMPLOYMENT TYPE:</b>	Full Time	
<b>LOCATION:</b>	Cultivate sites	
<input checked="" type="checkbox"/> National Police Check	<input type="checkbox"/> WWCC	<input type="checkbox"/> DCSI – Disability or NDIS Worker screening
<input checked="" type="checkbox"/> Medical	<input type="checkbox"/> Proof of full COVID-19 vaccination or an acceptable medical exemption	

Cultivate food & Beverage is a Social Enterprise firmly set in the fabric of food and Beverage manufacture in South Australia. Cultivate endeavours to deliver products created with care for customers who are focussed on maximising their efforts towards positive social impact. We take pride in our efforts to strive for best-in-class implementation of environmental sustainability practise, not only looking to improve the lives of others but also the environment that we live and work in.

Our purpose is to deliver quality food and beverage products while scaling social impact. Catering to the needs of our clients starts with a state-of-the-art kitchen and production facility. Then we add our most important ingredient — the people who work in it. At Cultivate, we recruit budding chefs, cooks, bakers and food handlers and instil in them a pinch of purpose, a dash of pride and more than a splash of passion. That’s our recipe for success.

## POSITION SUMMARY

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Working in a fast-paced food manufacturing environment you will be a part of a team responsible for operating either packaging and/or food production machines. Maintaining our high-quality standards by following set recipes, procedures and completing hourly checks, this role will also be responsible for troubleshooting and fault identification.

This position will require engagement with site level supervisors to ensure a clear understanding of production requirements is understood. This position is required to collaborate on best solutions to production, manufacturing and delivery issues.

## KEY RESPONSIBILITIES

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- Independently operating large volume kitchen and food processing machinery whilst still acting as part of a team;
- Ensuring product quality through attention to detail and quality testing;
- Completing paperwork accurately, neatly and consistently throughout every shift;
- Troubleshooting and problem solving;
- General and periodical plant and equipment cleaning;
- General food processing and packaging.
- Ensure minimum wastage of ingredients during production and packaging.

## KEY CHALLENGES

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- Capability to lift minimum 15kg
- Ability to perform repetitive work
- Ability to collaborate with site leadership on solution development
- Assist team members as required
- Deliver on time volumes, in line with Food Safety & Quality framework and process.

### Risk, Health, Safety, Quality & Environment:

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- Report all occupational health & safety incidents immediately to the Manager of Food Safety and Quality.
- Comply with Bedford Group Risk Management, Quality Assurance, and Health, Safety, and Environment management systems, including statutory obligations.
- Promote a positive WHS&QA/Food Safety culture in the workplace.

## SKILLS/ATTRIBUTES

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### Personal Attributes

- Strong work ethic with demonstrated reliability
- A great attitude and a genuine desire to produce high quality results;
- Excellent communication skills, both written and oral;
- Excellent problem-solving skills;
- Experience in a factory environment;

### Essential Skills and Qualities

- Knowledge of Bakery / food production processes
- Knowledge of HACCP CODEX Alimentarius 2020, SQF Manufacturing standards
- Senior First Aid is highly regarded.
- Cleared to work (National Police Clearance).
- Ensure compliance with WHS, FS and Q regulations

## CORPORATE RESPONSIBILITIES

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In accordance with current legislation specific to your job role and responsibilities, all staff are required to become familiar with and work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Disability Insurance Scheme Practice Standards* (the NDIS Practice Standards).

## OTHER RELEVANT INFORMATION

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Further Information about Bedford may be found at: <http://www.bedfordgroup.com.au>

I confirm that I have read and understood the Position Description for the position of (Position Title)

**[NAME]**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Food Production Worker