



POSITION DESCRIPTION

JOB TITLE: Timber Processing Worker

INCUMBENT: **TBC**

RESPONSIBLE TO: Processing Supervisor

PRIMARY OBJECTIVES:

- The production of remanufactured products, stacking product, strapping product, labelling, and marking product, ensuring products manufactured meet product and quality specifications
- To ensure that the output of remanufactured product is maximised and is cost effective, whilst minimising wastage
- Ensure that products produced are to the highest standard possible
- Ensure that all tasks are completed safely according to company safety policies and operating procedures
- To be a willing, contributing and adaptable member of the team at all times

Key Result Area No.1: - Health, Safety & Quality

Health and Safety is a critical part of maintaining the Sustainability of the business. Tumu expect their employees to take all practicable steps to ensure their own safety at work, and that no action or inaction by them while at work causes harm to any other person.

Tumu aspires for Excellence and Innovation within it's business and it's quality policy is to supply quality products and services to our customers that meet or exceed their requirements and expectations.

For further information regarding health & safety, quality, product & service conformity, please refer to the company policies and procedures held within the Tumu Team, Care and 4U Operations manuals

My job in this area will have been successfully performed when:

- a) I have fulfilled my responsibility to observe safe work practices, policies and procedures relating to my work. Where I see any lapses in systems and procedures, unsafe or poor work practices, or abuses of plant/machinery I raise the issue immediately with the person concerned or management. Where necessary I make recommendations for safety, systems or quality improvements through the use of the "U Fix-it" system.

- b) I have demonstrated commitment to the Company's quality policy and our values so we "Do It Once, Do It Right, Do It Better... Every Time". I do this by ensuring I perform my tasks and responsibilities in accordance with the work procedures, product and service standards that relate to my role.
- c) I am aware of hazards in my work area as listed in the hazard register. When I become aware of new hazards, I ensure these are reported so that they can be eliminated, isolated or minimised. I report all accidents and incidents.
- d) I have ensured that I arrive at work 15 minutes before my scheduled start time to ensure I can participate in the compulsory pre shift warm up exercises.

Key Result Area No.2: - Production

My job in this area will have been successfully performed when:

- a) I have reviewed daily work sheets to ensure products have met required job specifications
- b) I have regularly checked "Work in Progress" tags to ensure I have processed the correct feed stock for the job I am carrying out. I ensure "Work in Progress" tags are correctly amended and attached to all outgoing material
- c) I have undertaken housekeeping activities ensuring my work area is kept clean at all times
- d) I have carried out general labourer activities around the factory where and when required
- e) I have undertaken internal procedural company training relating to my job as specified in the Tumu 4U Operations manual
- f) I have participated in external company training regarding job specific tasks, compliance, safety, and quality programmes.

Key Result Area No.3: - Quality Control

My job in this area will have been successfully performed when:

- a) I have acted as the last point of quality control for many of the components I produce. I have ensured regular product specification checks are made in accordance with the Tumu 4U Operating Procedures.
- b) I have carried out regular product audit reports and ensured specifications are being met
- c) I have accurately and regularly tagged out work orders to ensure that the plant is sending out correct product to correct locations.

Key Result Area No.4: - Recording

My job in this area will have been successfully performed when:

- a) I have accurately recorded information onto reports that monitor quality and traceability of product.
- b) I have filled time sheets in on a daily basis and filed these in my folder so that they can be viewed by the Supervisor at any time. At the end of each working day, I ensure I have handed these in to the Reman office

Key Result Area No.5: - Work Area Organisation

My job in this area will have been successfully performed when:

- a) My work area is kept tidy throughout the day
- b) I have notified the forklift driver of any completed product to be removed

- c) All bearers and fillets are kept in the racks so that forklift access is kept clear at all times
- d) Strapping is kept together in a central area

Key Result Area No.6: - Multi Skilling

My job in this area will have been successfully performed when:

- a) I have trained other team members in key functions of my duties to enable others to gain more skills and knowledge and to allow them to assist me during peak times. I have also learned other team members' jobs to assist with my own development and accordingly, I assist them with their work during busy and pressured times.

Note: Tumu is a progressive growing company in a competitive industry. You may be asked to perform a wide range of duties in order that we remain efficient and competitive, as well as to meet the seasonal requirements of our customers. You will at times be required to perform other tasks where the need is greatest. For this reason, we require all employees to be multi skilled. You will be given sufficient training before being asked to carry out other duties.

AREAS / LIMITS OF AUTHORITY

- a) If you see there is unusually high wastage due to the timber, you are having to reject it is your responsibility to notify your Supervisor
- b) If you have any ideas on how we can improve the way, we operate or see any item of plant in need of repair then you should fill out a U Fix it form stating this
- c) Ensure that at all times we have a safe working environment that enhances the quality of workmanship and the productivity of each person
- d) Keep your own area in good condition and ensure maintenance is carried out regularly

You will be issued with a range of gear/tools at the commencement of your employment. If you lose any of these items before you are due to be reissued a replacement you will be asked to replace the item at your own expense.

Signed: _____

Timber Processing Worker

Signed: _____

Timber Processing Supervisor

Date: _____

Date: _____