

Information Sheet – for *bread*solutions Referring Partner Agencies

Breadsolutions, 50 Mills Road, Braeside

Process Worker requirements

Requirements/info

- Punctuality and adherence to all Safety/PPE requirements is a must
- Ability to read and comprehend English for Safety signs, take direction and contribute
- A high level of physical strength is required for all roles
- Every team member will be on their feet for 10 plus hours per day.
- Every role is repetitive
- The staff on the production line are rotated every 30 minutes to a different task to prevent Repetitive Strain Injuries. Each trolley carries 16 trays and with product on them and each tray weighs between 5-7kg. The trolleys are on wheels, so will be safe and can be managed by average-sized male or female
- Key compliance requirements:
 - Police check
 - Working rights in Australia
 - Medical check
 - Vaccination certificate

An overview of each role

Process Worker - Trays

This role is repetitive and physical, taking the trays of bread off the line and putting onto the trolleys. This involves reaching above shoulder height to put trays on the trolley, each tray weighing between 5-7kg.

Trolleys to proving

This role is repetitive and physical; pushing the trolleys into the Proving Room and pulling out ready for the next process. A push/pull repetitive process, with the weight of the dough on trays.

Process Worker – Racks to Freezer

This role is repetitive and physical; pushing trolleys with racks of bread pushed into the freezer, then pulled out of freezer at required time. This is a repetitive push/pull process. Staff are not in the freezer long enough to get cold but there are jackets if required/desired. Most don't use them, as they are warm enough, due to the constant movement.

Process Worker Depan

This role is repetitive and physical and requires bending; taking the trolleys out of the freezer, taking trays of bread off trolleys and putting onto the packing conveyor, the bread then gets packed into the boxes, the robot seals the boxes and it is palletised.

There are 16 trays to a trolley, trays can weigh between 5-7kg each. A repetitive role, reaching above shoulder height and bending lower to take trays off trolley.

Process Worker Flow Wrap – machine wraps the bread and process worker packs in boxes. Repetitive only.

Process Worker – Pallets to Freezer

This role is repetitive and physical; taking boxes on Pallet Jacks into the freezer, the forklifts pick them up and stores accordingly. They are not spending long periods of time in the freezer and jackets are provided if they need. To work in this area, the employee needs to be fit and strong, due to the weight of boxes on pallets and pushing into freezer.

Processing Lead – This role is repetitive and physical; setting up the line, running the line, responsible for the team, breaks, rosters, end quality of product in the area. Requires past leadership experience, excellent communication skills and basic computer skills.

Process Worker Assist – This role is repetitive and physical, will follow the example/direction of the Processing Lead position and step in if Processing Lead is not present. This role needs to have a very good understanding of the Process Line.

Mixing Assist – This role is repetitive and physical and needs to have an understanding/ideally experience of the mixing process/area. This is a heavy job as they are pushing the mixing bowls around (on wheels), they have handles to push and pull with, mixing bowls can weigh up to 200kg. The tubs are a push/pull process with no handles, so need to be strong as they are more difficult to roll around.

Relief Position

This role is repetitive and physical; will need to perform all roles by having a good understanding of the stages in the process. Mechanical aptitude is required/ideal. The team member is not required to repair the machine but identifying a problem/issue that may be slowing down the line and communicating this to the Maintenance Team would be advantageous.