



## Production Assistant POSITION DESCRIPTION

**JOB TITLE:**  
Production Assistant

**DATE CREATED:**  
30.12.2018

**JOB TYPE:**  
Casual

**LOCATION:**  
Little Bumble Studio – Drouin/or Warragul.

**SUPERVISOR/MANAGER:**  
Director and Manager of Little Bumble

### **SUMMARY OF THE POSITION:**

Little Bumble proudly hand-makes Australia's leading reusable food wraps. These sustainable products are showcased at markets, exhibitions and trade shows, as well as retail stores Australia-wide and on our website.

Little Bumble needs a Production Assistant to help with the development and creation of reusable food wraps. Our reputation is exceptional so quality is our primary concern. As we experience high demand and rapid growth we require reliable production assistants to help us keep making a difference one wrap at a time.

Production assistants will be involved with all aspects of hand-making reusable food wraps and will need to work well in a team environment. We are looking for someone with a positive and enthusiastic attitude who is passionate about sustainability.

Needs to be available on Tuesdays, Wednesdays and/or Thursdays (1-3 days available). Shifts range from 3-9 hours. Peak seasons (Nov/Dec) may require additional days and times where possible.

### **MAIN DUTIES/RESPONSIBILITIES:**

- Assist with production of Little Bumble reusable food wraps, starting with raw ingredients to a high quality finished product.
- All production stages must be conducted in a safe and efficient manner.
- Main duties involve working with beeswax, fabric and other raw ingredients, heating equipment, cutting tools.
- Packaging products and preparing them for sale.
- Ability to read and fully understand all documentation associated with production and sales orders and accurately and carefully pack orders.
- Responsible for producing and verifying that product meets or exceeds the established quality specifications with a quick and keen eye for any imperfections.
- Participation in team work and individual production environments.
- Maintaining production levels as necessary
- Ensure that assigned work areas are clean and in good state of housekeeping
- Assist with quality checks and procedure audits.
- Perform administrative work (answering phones, paperwork etc.)
- Undertake errands as assigned
- Other tasks as directed



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### SKILLS & EXPERIENCE

#### Qualifications:

- Driver's licence

#### Experience:

- No experience needed - but must be keen to learn and fine tune skills

#### SKILLS:

- Excellent verbal and written communication
- Organised and able to meet deadlines
- Naturally picks up new processes and systems quickly
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Resourceful in nature and ability to solve problems.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to extra hours of work when necessary to reach goals.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
- Ability to perform physical duties – lifting between 10 – 25kgs and will be required to stand for long periods of time.
- Tasks may involve repetitive motion - frequent lifting, bending, stooping, squatting, pushing and pulling.

#### PERFORMANCE GOALS:

- Excel in fast paced and changing environments
- Punctual, reliable, and able to meet productivity targets
- Deal with clients, suppliers and other employees professionally at all times
- Inherently create efficient processes and solutions
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and demonstrates good work ethics;

*This job description is intended to describe the nature and level of work being performed by those assigned to this position. It is not to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents. This job description does not constitute an employment contract between the company and any employee.*