

POSITION DESCRIPTION

POSITION TITLE:	Processing Operator
DEPARTMENT:	Processing
PRIMARILY REPORTS TO:	Drymill Team Leader
DIRECT REPORTS:	Nil

POSITION SUMMARY
Ensure all duties (as listed below) are undertaken safely and efficiently, to Kiwi Lumber defined standards.

FUNCTIONAL RELATIONSHIPS	
Internal	External
• Processing Manager • Drymill Team • Forklift Operators	• Nil

KEY RESULT AREAS	CORE RESPONSIBILITIES/DUTIES	KEY PERFORMANCE INDICATORS
1. Build Timber Packets	Pulling timber on to the trollies.	- All tasks to be performed: Within specified timeframes. According to standard operating procedures. Adhering to established methods and relevant internal and external standards. - Documentation is completed accurately and on time. - Reports issues immediately to appropriate person and assists with identifying/implementing appropriate solutions. - Contributes toward achievement of company quality and production goals.
2. Stack Packets	- Stacking packets onto trollies. - Ensuring fillet placement is correct. - Ensuring correct grade. - Where required, strapping packets. - Creating tally layers. - Communicating to forklift operator to remove completed packets.	
3. Documentation	Regularly entering information onto tally sheets and other related documentation such as packet labels, outfeed sheets and downtime. Note: Depending on the site this information may be entered onto the relevant computer system.	
4. Quality/Housekeeping	- Conducts moisture readings throughout packet builds. - All work areas are kept clean and tidy.	

	Tools and equipment are put away after use.	
5. Health & Safety	- Support and adhere to all company health and safety policies, procedures and programmes, including but not limited to; - Reporting all incidents, accidents and illnesses. - Adhering to isolation procedures at all times. - Contributing to identification and minimisation of hazards/risks. - Working in a safe manner at all times to avoid personal injury to self and others. - Wearing appropriate PPE at all times.	Contributes towards achievement of company health and safety goals and culture.
6. Team & Self Responsibilities	- Proactively communicate with entire Kiwi team. - Ensure positive work relationships are developed and maintained. - Work productively as part of the team. - Have a good attitude to learning new things and using this knowledge.	Proactively contributes to developing and maintaining a positive and high performing team culture.
7. Miscellaneous	Complete any other assignments, projects or responsibilities delegated or assigned by Management.	Duties completed accurately and in a timely manner.

PERSON SPECIFICATION

Desired Qualifications

- NCEA Level 1

Desired Experience/Skills

- Experience undertaking manual/physical duties.
- Sound written and numeracy skills.

Employee Name: _____ **Employee Signature:** _____ **Date:** _____