



together



better



best

**TOGETHER  
BETTER  
BEST**



**WINEWORKS**

# WineWorks Ltd

## Position Description Production Team Member

<b>Location</b>	Marlborough
Department:	Production
Reports to:	Production Team Leader
Date of Issue:	March 2024
<b>Working Relationships</b>	
Internal:	Production Team Members, Team Leader
External:	Clients
<b>Authority</b>	
Spending:	\$0
Staffing:	No.

### Our Culture

We aspire to a culture where the following values shape our behaviour:



Our clients are our life blood. We know that they are why we are here. We work in a flexible and responsive manner to support their operations and meet their individual needs.



We do what we say and we're reliable. We take complete ownership of the process and the tasks that are asked of us. We are committed to go about our job in a straight up way.



Passion and pride run deep throughout our organisation. We care for the growth of our colleagues and clients, the safety of our workmates and the environment in which we live.



We're one big team who embrace difference and respect each other regardless of job title. We emphasise the value that comes from working together with one focus.



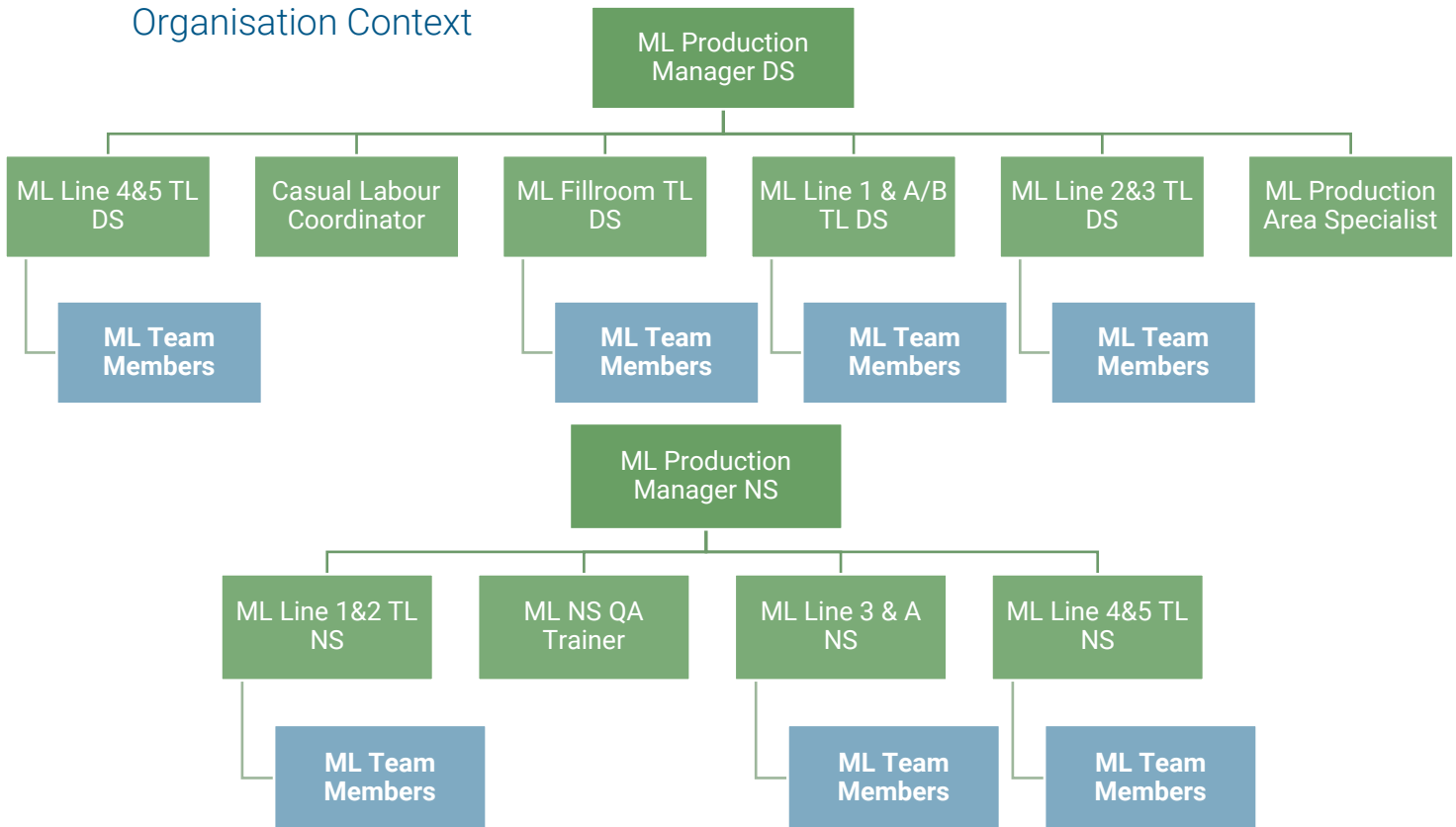
We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards.



We love to find solutions and believe there's always a better way to do things. It is this spirit that built the business and will take it to the future.



## Organisation Context



## Role Purpose

To work productively within the production area, be reliable, embrace the lean manufacturing concept and ensure safe working practices are followed at all times.

### KEY TASK

### EXPECTATIONS

#### Follows our Culture

- Champions our culture, promotes & role models the values and behaviours at every opportunity.
- Ensures that their work is undertaken ethically, safely, sustainably and with a quality focus.
- Actively engages in development opportunities to support this.
- Engages in health, safety, sustainability & quality initiatives and seeks continuous improvement.
- Is compliant with relevant legislation and certifications, such as BRCGS, so as to meet legal and client requirements.
- Assists in projects to reduce our impact on the environment. Is familiar with all relevant policies and procedures that support our Culture and compliance, understanding their roles and responsibilities that are described by these documents



- Work Productively**
- Make sure that you keep up with work rates required to maintain steady production.
  - Maintain good relations with all staff members and encourage team-work.
  - Assist by ensuring production targets are achieved or exceeded.
  - Assist with ensuring change-overs are conducted as efficiently as possible.
  - Inform your Label Operator / Supervisor / Manager if any item in production is damaged as soon as is practical.
  - Follow the instructions of your Team Leader and/or Label Operator
  - Provide feed-back and ideas to your Team Leader and/or Production Manager.
  - Attend the daily haka meeting and contribute in a positive manner.
  - Demonstrate a full and fair participation in the rotation system for production duties.
  - Demonstrate ability to understand the spec sheets for individual runs.
  - Always complete the production line record sheets fully and correctly
  - Do not attempt to operate equipment / machinery that you have not received full training on.
  - Ask for assistance if you are not clear on any aspect of your role and/or tasks you are required to perform.
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- Reliability**
- Be at work and ready to commence work at least 5 minutes before the specified time.
  - Communicate all absences to your Team Leader before the start of shift.
  - Ensure break times are adhered to.

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- Quality Systems**
- Be aware that Production is responsible for 100% quality output.
  - Ensure that quality control requirements are consistently met.
  - Ensure you inform a senior member of staff immediately should you identify a quality issue (e.g label defects / issues, cap defects, etc)

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- Training**
- Ensure the training plan developed for you is followed and you meet your obligations to the company to the best of your ability.
  - Attend training sessions as directed and ensure a positive attitude towards training is maintained.
  - Assist with training and development of temporary line staff, to ensure they have appropriate skills for their required tasks.
  - Minimise downtime by utilising training opportunities throughout the year.

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- Personal Development**
- Ensure you remain contemporary in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities.
  - Maintain a broad business and commercial perspective.
  - Proactively identify methods to utilise this information for the benefit of the business.

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- Other duties – perform other duties as required**
- Flexible & willing to perform a variety of tasks.
  - Willingly takes on additional tasks/responsibilities to assist the team and the client.
  - Actively participates in matters/meetings affecting the business, their team or their department
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## Work Complexity

<b>Accountability</b>	<b>Complexity</b>	<b>People Responsibility</b>	<b>Relating to Others</b>	<b>Expertise</b>
Minor	Routine Tasks – Set Procedures	No Direct Reports	Courtesy 'Plus'	Practical

*Based upon Strategic Pay SP5 Job Evaluation Methodology*

## Leadership Competencies

<b>Leading Self</b>	<b>Achieves Results</b>	<b>Builds Relationships and Values Difference</b>	<b>Being Adaptable</b>
	Holding themselves accountable to meet their commitments	Building relationships through communication, valuing difference, and aligning with our values	Handling change and looking for better ways of doing things

## Skills, Knowledge, and Experience

- Manufacturing experience preferred but not essential as full training will be given. No formal qualification is required for this role.