**Position Details – Packaging Assistant**

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| **Location:** |  | **Reports to:** |  |
| **Direct Reports:** |  |  |  |
| **PD Last Updated:** | April 2019 |  |  |

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| **Our Organisation** |
| [insert description of your organisation – this could include vision, mission, values, strategic direction, and a description of your organisational culture] |
| **Key Responsibilities** |
| 1. Package beer - set up pack runs, machines, packaging materials, labelling bottles, building boxes.
2. Cleaning the pack hall.
3. Assist with organising the delivery of packaged goods.
4. Maintaining Health & Safety for yourself and your team – including proactively identifying potential hazards.
5. Undertaking all tasks within defined Standard Operating Procedures and recommending improvements where identified.
6. Ensuring accurate record keeping of all tasks.
7. May be required to assist with routine maintenance of equipment.
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| **Experience** |
| No brewing industry experience however some manufacturing, food handling or production experience is considered an asset.An aptitude for mechanics and familiarity with automated machines is a benefit.  |
| **Education** |
| Forklift License (preferred) |