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ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA02/278

**TITLE:** Green's General Foods Enterprise Agreement 2002

**I.R.C. NO:** IRC02/2069

**DATE APPROVED/COMMENCEMENT:** 26 April 2002/18 January 2002

**TERM:** 18 January 2003

**NEW AGREEMENT OR VARIATION:** Replaces EA99/90

**GAZETTAL REFERENCE:** 13 September 2002

**DATE TERMINATED:**

**NUMBER OF PAGES:** 29

**COVERAGE/DESCRIPTION OF EMPLOYEES:** Applies to all employees of Green's General Foods Limited at 29 Glendenning Road, Glendenning NSW who fall within the coverage of the Storemen and Packers, General (State) Award

**PARTIES:** Green's General Foods Pty Limited -&- National Union of Workers, New South Wales Branch



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**GREEN'S GENERAL FOODS  
ENTERPRISE AGREEMENT 2002**

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**Between  
GREEN'S GENERAL FOODS LIMITED**

**And  
NATIONAL UNION OF WORKERS N.S.W BRANCH**

**And  
GREEN'S GENERAL FOODS LIMITED AWARD EMPLOYEES**

**Under  
CHAPTER 2, PART 2, ENTERPRISE AGREEMENTS  
INDUSTRIAL RELATIONS ACT 1996**



## 1. TITLE

This Enterprise Agreement shall be known as the *Green's General Foods Enterprise Agreement 2002 (the Agreement)*.

## 2. APPLICATION OF AGREEMENT

The Agreement shall apply to the Green's General Foods site located at 29 Glendenning Road, Glendenning in the state of NSW, in respect of all the employees who are employed at the site and are recognised to be covered by the *Storeman and Packers, General (State) Award (the Award)* for the purpose of this Agreement.

## 3. PARTIES BOUND

The Agreement shall be binding on:

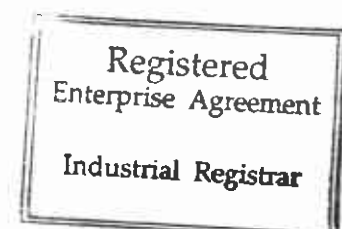
- (a) Green's General Foods Limited (**The Company**)
- (b) National Union of Workers New South Wales Branch (**The Union**)
- (c) The employees of the Company referred to in Clause 2 (**The Employees**)

## 4. DATE AND PERIOD OF OPERATION

The Agreement shall take effect from the first pay period commence on or after 18 January 2002 and shall remain in operation for a period of one (1) year.

## 5. PREVIOUS AGREEMENT

- (a) It is agreed between the parties that the terms and conditions prescribed by the Green's General Foods Enterprise Agreement 1998 (a copy of which is set out in Appendix 1) and the amendments agreed to between the parties in the Company's letter to the NUW dated 1 March 2001 (a copy of which is set out in Appendix 2) will continue to be observed throughout the life of this Agreement.
- (b) Where there is any inconsistency between any of the terms of this Agreement and the terms and conditions prescribed by the Green's General Foods Enterprise Agreement 1998 (Appendix 1) and/or conditions agreed to in the 'rollover' letter dated 1 March 2001 (Appendix 2), the terms of this Agreement will prevail.



## 6. AIMS AND OBJECTIVES

The parties agree that:

- Subject to any changes contained within this Agreement, the *status quo* will be maintained for 12 months, during which time it would be hoped that the business circumstances of the Company will improve, assisted in part by the co-operation of the employees and the Union.
- The negotiations for the next Agreement will commence early in 2003 at which time a detailed Agreement will be negotiated for a more substantial duration than this Agreement.

## 7. WAGE INCREASE

A wage increase of 5% in ordinary pay will be paid from the commencement date of the Agreement.

## 8. SPECIFIC CHANGES TO OTHER EXISTING ARRANGEMENTS

### 8.1 Redundancy

Where it is necessary for the Company to reduce the size of its workforce, the Company undertakes that it will first cease to engage any casual employees prior to the possible selection of any weekly employees for redundancy.

### 8.2 Casual employees

- (a) Whilst the Company does not currently employ casual employees, if during the life of the Agreement it does so, the Company will observe the site rates prescribed by the Enterprise Agreement in relation to such casual employees.
- (b) The Company undertakes to ensure that any contract labour hire casual workers providing services to the Company will be paid the site Enterprise Agreement rates by their employer.



## 9. UNION RECOGNITION AND MEMBERSHIP

- (a) For the duration of this Agreement, Green's Foods recognise the National Union of Workers as the union representing all Employees in related classifications who are covered by this Agreement. This representation extends to all terms and conditions of employment, whether or not those terms and conditions are subject to this Agreement.
- (b) It is the policy of Green's Foods that all Employees subject to this Agreement shall be given the opportunity to join the National Union of Workers (NSW Branch).
- (c) Green's Foods undertakes upon authorisation to deduct Union membership dues, as levied by the National Union of Workers (NSW Branch) in accordance with its rules, from the pay of Employees who are members of the National Union of Workers (NSW Branch) at the beginning of each month together with all necessary information to enable the reconciliation and crediting of subscriptions to members' accounts.
- (d) All new Employees shall be advised of the matter set out in (a) (b) and (c) above and shall be introduced to the site NUW delegates upon being accepted for employment.

## 10. UNION DELEGATE LEAVE

An elected site union delegate shall be granted reasonable access to time off without loss of ordinary pay to attend legitimate Union business off-site provided:

- Written confirmation is received by the Company from the State Secretary of the Union that the delegate is required, and;
- that a reasonable period of notice is given to the Company; and
- only one union delegate will be absent from duty to attend to off site Union business at any one time.

## 11. TRANSMISSION OF BUSINESS

This Agreement shall apply to any successor, assignee or transferee of all or any of the work performed by the Company.



**12. DISPUTES PROCEDURE**

The Disputes Procedure set out in Attachment 2 of Appendix A shall continue to apply.

**13. NO EXTRA CLAIMS**

It is a term of the Agreement that both the Union and the Employees undertake not to make or pursue any extra claims for either increases in wages or allowances or improvements in conditions of employment for the life of the Agreement.

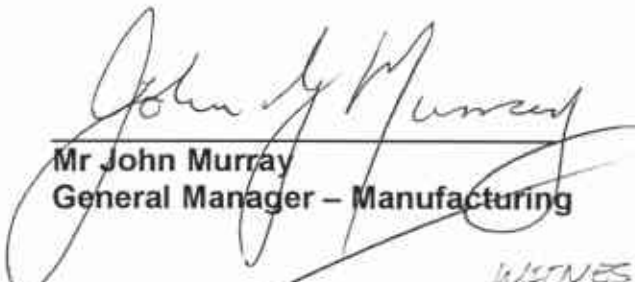
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**14. ENDORSEMENT OF AGREEMENT**

The signatories below accept the terms of the Green's General Foods Enterprise Agreement 2002 on behalf of their organisations and endorse its terms and in doing so declare that the Agreement is not entered into under duress by any party to it:

Signed on the 25<sup>th</sup> day of March 2002

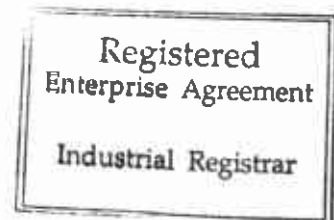
For and on behalf of **GREEN'S GENERAL FOODS LIMITED**

  
Mr John Murray  
General Manager - Manufacturing

*WITNESS JF Keenan*

For and on behalf of the **NATIONAL UNION OF WORKERS, NSW BRANCH**

  
Mr Derrick Belan State Secretary - NSW Branch



**ATTACHMENT 1**      **GREEN'S GENERAL FOODS LIMITED**  
**REDUNDANCY AGREEMENT**

**1. Application of Agreement:**

This agreement applies to permanent employees who perform work regulated by the Storeman and Packers, General (State) Award and are employed by Green's General Foods (Green's) at its site at 29 Glendenning Road, Glendenning, New South Wales.

"Permanent employees" includes full time and part time employees of Green's; it does not include casual employees.

**2. Scope:**

This agreement operates to replace and exclude the Award and industrial agreements that would otherwise apply concerning redundancy.

**3. Duration:**

This agreement will apply from the date it is signed by the National Union of Workers and Green's until the expiration of the Green's General Foods Enterprise Agreement 1996 in September 1998.

**4. Redundancy:**

If Green's makes a decision, due to changes in production, program, organisation, structure or technology that it no longer wishes the job an employee has been doing to be done by anyone, the employee's position will become redundant. Examples of redundancy situations include the introduction of new technology, long term demand changes and a restructure of the business.

**5. Selection Criteria:**

If more than one employee performs work in a position which will be made redundant, Green's will select the employees for redundancy on the following basis:

- Area classification/Skills Competency
- Shift Effected

If, after the Company has applied the above criteria a number of employees are identified to be equal in status, Green's will ask those employees to volunteer for redundancy. If there are no volunteers or if there are not enough volunteers, Green's will apply a "last-on-first-off" policy to select the employees for retrenchment, unless the implementation of the policy has a discriminatory effect. Where there are more volunteers than are required the Company will be entitled to choose which employees are to be made redundant.

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**6. Consultation:**

As soon as practicable after Green's has made a definite decision that an employee's position will become redundant, Green's will hold discussions with the employees directly effected and the Union, if the employees are members of the Union, about the following matters:

- a) the reasons for the proposed terminations;
- b) measures to avoid or minimise the terminations;
- c) measure to mitigate any adverse effects of any terminations on employees;
- d) the number and categories of employees likely to be affected; and
- e) the period over which the terminations are likely to be carried out

For the purpose of the discussions, Green's will give the employees directly affected and the Union, if the employees are members of the Union, all relevant information about the proposed terminations. Green's will not however be obliged to disclose confidential information to employees or the Union that would adversely affect it.

**7. Notice**

The period of notice Green's will provide permanent employees on termination of their employment for reasons of redundancy is:

Employee under 45  
4 weeks

Employee 45 or over  
5 weeks

Green's may require an employee to work out the notice period or make a payment to the employee instead of providing the notice. This means that if Green's requires an employee to work out the notice period it will not make any payment to the employee in relation to notice.

If an employee is required to work out the notice period (or work out part of the period) he or she is required to carry out his or her normal duties at existing performance levels.

**8. Redundancy Pay:**

In addition to the period of notice detailed in Clause 7 above, if a permanent employee volunteer's to become redundant and his or her employment is terminated for reasons of redundancy, Green's will pay the employee four (4) weeks' pay for each completed year of continuous service and if his or her service during the final year exceeds six (6) months an additional two (2) weeks pro-rata payment will be paid on the termination of his or her employment with Green's.

However, the maximum redundancy payment that Green's will make to such an employee will be sixty (60) weeks' pay.

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**8. Redundancy Pay: (Cont'd)**

For example: If a permanent employee had three (3) years and seven (7) months continuous service with Green's, his or her total redundancy pay would be fourteen (14) weeks ( $3 \times 4 + 2$ ).

If a permanent employee's employment is terminated for reasons of redundancy and does not volunteer to become redundant, Green's will pay the employee four (4) weeks' pay for each completed year of continuous service and if his or her service during the final year exceeds six (6) months, an additional two (2) weeks pro-rata payment will be paid on the termination of his or her employment with Green's.

If an employee's employment is terminated for reasons of redundancy and he or she has less than one (1) year continuous service, Green's will pay four (4) weeks pay as a redundancy payment to him or her.

For the purpose of calculating an employee's redundancy payment a weeks pay includes the ordinary rate of pay, over-award payments, shift penalties and allowances provided for in the Award.

For the purpose of calculating continuous service, service as a casual employee will not be counted.

**9. Long Service Leave:**

Payment in accordance with the Long Service Leave Act for employees made redundant and who have more than five (5) years service, long service leave will be paid on a pro-rata basis.

**10. Sick Leave:**

If a permanent employee is made redundant and has accumulated sick leave at the time of termination of his or her employment, Green's will pay out the employee's accumulated sick leave on termination.

**11. Time Of for Job Interviews:**

Green's will provide redundant employees with paid time off, up to a maximum of 8 hours to search for employment during the notice period. Payment will only be made by Green's where it has been given advance notice of the absence including the duration of the absence and it has given its approval for the employee to take the time off.

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**12. Additional Assistance:**

Green's will also provide administrative and clerical assistance to the permanent employees who are selected for redundancy to search for other employment during the notice period. Examples of the assistance Green's will make available include: Typing of resumes, access for the purpose of photocopying resumes and certificates (up to 20 pages) and access to the telephone to arrange interview (local calls only).

**13. Certificate of Service:**

All redundant employees will be given a Certificate of Service stating reason of termination, classification and length of service.

**14. Alternative Employment:**

If Green's offers an employee whose employment would otherwise be terminated by reason of redundancy an acceptable alternative position, or if Green's obtains acceptable alternative employment for such an employee, Green's will not make a redundancy payment to the employee should he or she accept or reject the alternative employment.

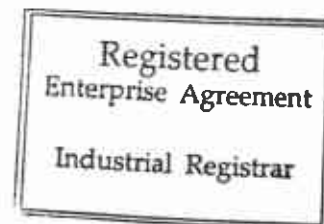
A position will be considered an acceptable alternative position if the position offers substantially the same terms and conditions of employment as the employee's current terms and conditions.

**15. General:**

No employee will be entitled to redundancy payments unless their employment is terminated by Green's as a result of a genuine redundancy. Any decision in this respect is solely at the discretion of Green's.

**16. Individual Contracts of Employment;**

The terms of this agreement will not expressly or by implication form part of the contract of employment of any of Green's employees including those who are covered by this agreement.



## **ATTACHMENT 2      COMPETENCY/SKILLS ANALYSIS FOR** **GREEN'S GENERAL FOODS**

### **Green's Competencies**

It is a general requirement that the performance of the competencies be:

- Within State legislative requirements where appropriate
- Within legislative and company safety standards
- Free of error
- To Quality Assurance standards
- To OH&S standards

The competencies have been generally modeled on industry operating standards and have some flexibility to allow for revision as required.

A person at a given competency level is assumed to be competent at the lower levels. In general, lower level competencies have not been listed in the higher levels.

When an Employee is able to run a combination of machines efficiently and meets all aspects of the evaluation criteria (as set out below) and the Assessor is satisfied that they meet these competencies, the Employees grading Level can be reviewed.

Machinery used in both the Dry Mix and Wet Mix areas have been classified according to levels of competency required for operation.

### **Grading Classifications**

#### **Machinery Operation:**

##### **Level One/Two:**

- single/multi purpose machine – basic on/off controls

Example:

#2

##### **Level Three:**

- one or more machines using complex controls, single multi purpose machine – array of controls – may require operator to monitor preceding and/or subsequent activities at same time.
- close attention required for specific task/activity
- accurate manipulation required to adjust machine controls

Example:

#1, #8, #9, #10, #11, #12

Salad Dressing, Maple Syrup, Vinegar Packaging

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**Level Four:**

- one or more machines using complex controls – may require operator to monitor a variety of activities simultaneously.
- detailed manipulation

Example:

#3, #6, #15, #16

Water Ice, Mayonnaise, Gravy, Mixers Dry Plant

**Level Five:**

- one or more machines using more complex controls – may require operator to monitor a variety of activities simultaneously.
- Precision manipulation may be required

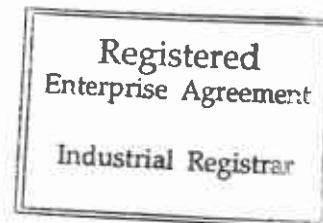
Example:

#4, #17

Peanut Butter, Vinegar Processing, Warehousing/Materials Handling, Mixers Dry Plant

**Level Six:**

- Team Leader/Supervisor



## EVALUATION CRITERIA

### Level One

**Overview:** Entry level employee who has completed induction program and is being trained to perform Level two tasks (approximately three months)

#### Level of Supervision

- Constant direction and assistance to be provided

#### Level of Decision-Making Responsibility

- Follow specific instructions and defined procedures

#### Communication Skills

- Basic literacy and numeracy – follow verbal and written instructions and procedures

#### Teamwork

- Work and communicate within team

#### Computer skills

- None required

#### Level of Quality Assurance

- Responsible for quality of own work

#### Typical Responsibilities/Tasks:

- Routine manual duties
- Packing
- Weight and seal checks
- General labouring
- Housekeeping and cleaning duties



Skill/Unit of Competency	Performance Criteria
1.1 Complete induction program	Basic OH&S
	First aid procedures
	Customer awareness
	Quality guidelines
	Evacuation and fire procedures
	Housekeeping
	Hygiene and Sanitation
	Enterprise Agreement/Competencies for next level

## EVALUATION CRITERIA

### Level Two

A Level Two employee has achieved the relevant competencies of Level One.

**Overview:** An employee at this level is involved in manual and simple automated processes at a high level of efficiency and contributes to a team environment.

#### **Level of Supervision**

- Direction and assistance proved as required

#### **Level of Decision-Making Responsibility**

- Exercise only minimal decision making
- Follow specific instructions/directions/procedures in the correct order

#### **Communication Skills**

- Basic literacy and numeracy – follow verbal and written instructions and procedures
- Accurate recording of basic information

#### **Teamwork**

- Work and communicate within a team
- Assist in training employees aspiring to Level two through verbal instruction and/or demonstrating process

#### **Computer skills**

- Basic keyboard or touch screen computer operation if required

#### **OH&S**

- Knowledge and application of OH&S policies and procedures

#### **Level of Quality Assurance**

- Responsible for quality of own work
- Recognise deviations or faults in materials/product; take corrective action or notify appropriate personnel

#### **Typical Responsibilities/Tasks:**

- Hand pack products
- Operate simple machines – classified as Level 2
- Manually load/unload product into machine
- Identify basic machine faults
- Clean equipment
- Operate hand pallet trolley
- Transfer/weighing of waste material
- Make checks and set use by dates and codes



**2.1 Manual Handling in the Packaging/Production process**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>2.1.1 Load/unload product/packing into packaging/production line</b>	Load Materials
	Make checks; date, code, use by dates, contamination, seals
<b>2.1.2 Hand pack product into boxes, bags, outers</b>	Hand pack required number of product into boxes, bags, outers
	Make appropriate checks
<b>2.1.3 Stack packaged product</b>	Stack packaged product on pallets according to OH&S requirements
	Apply pallet tickets

**2.2 Manually store/transfer stock**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>2.2.1 Manually store and transfer stock</b>	Store/transfer ingredients according to OH&S requirements
	Follow stock rotation procedures
	Weigh waste material
<b>2.2.2 Transfer Waste</b>	Transfer waste material according to procedures

**2.3 Operate simple automated outer packaging process**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>2.3.1 Set up packaging machine</b>	Set up machines to SOP
<b>2.3.2 Operate outer packaging machine</b>	Operate packaging process using simple automated equipment
	Faults identified and reported
	Clean according to SOP



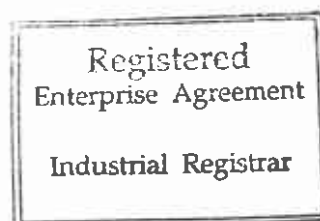


**2.4 Operate simple process machine**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>2.4.1 Set up machine</b>	Set up machine to SOP
<b>2.4.2 Operate Level Two process machine</b>	Run machine following production procedure – SOP
	Clean according to SOP requirements
<b>2.4.3 Record production/QA data</b>	Complete checklists/reports

**2.5 Clean Equipment**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>2.5.1 Clean Equipment</b>	Identify need for cleaning
	Clean according to SOP
<b>2.5.2 Complete housekeeping duties</b>	Perform housekeeping tasks as required
	Make appropriate checks
<b>2.5.3 Stack packaged product</b>	Stack packaged product on pallets according to OH&S requirements
	Apply pallet tickets



## EVALUATION CRITERIA

### Level Three

**An employee at Level Three has achieved the relevant competencies of Levels One and Two**

**Overview:** An employee who is able to operate less complex packaging line or production line/system and/or warehousing function classified at Level Three at a high level of efficiency.

#### **Machine Efficiency:**

- #1 Icing Sugar
  - #8 Sachets
  - #9 Cornflour/Cake Mix
  - #10 Raw Sugar
  - #11 Rice/Bran
  - #12 Cake Mixes
- Salad Dressing, Maple Syrup, Vinegar Packaging

#### **Level of Supervision**

- Assistance and support available on a regular basis

#### **Level of Decision-Making Responsibility**

- Limited decision making
- Make some decisions within limits of tasks without supervisory assistance

#### **Communication Skills**

- Follow detailed instructions/procedures
- Record information accurately as required

#### **Teamwork**

- Co-ordinate and monitor work of team members
- Assist in training employees aspiring to be Level Three through verbal instruction and/or demonstrating process

#### **Computer skills**

- Access and/or accurately input information as required

#### **OH&S**

- Knowledge and application of OH&S policies and procedures with responsibility for safety of others in the work area

#### **Level of Quality Assurance**

- Responsible for quality of own work and team
- Recognise quality assurance problems and take/recommend action



**Typical Responsibilities/Tasks:**

- Operate packaging and production machines or forklift classified as Level Three
- Identify faults in process
- Clean equipment
- Complete running adjustments to equipment
- Carry out routine maintenance
  - follow basic maintenance procedures to complete routine service and adjustments

**3.1 Receive Goods**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>3.1.1 Receive bulk product/raw materials/finished goods</b>	Receive bulk product/raw materials/finished goods and complete required checks
	Check items with order and delivery docket
	Complete appropriate paperwork
	Make adjustments or notify appropriate person if problem/fault
	Weigh/transfer waste

**3.2 Package Product**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>3.2.1 Set up Machine</b>	Set up packaging materials, bins
	Set weight controls, date, bar code, ratios, speeds etc...
	Set up and adjust seals
<b>3.2.2 Operate packaging machine</b>	Operate packaging process according to SOP
	Test/reject mechanisms
	Store/transfer product/ingredients
	Weigh, record, transfer waste

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**3.3 Manufacture product**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>3.3.1 Set up machine</b>	Set up machine for operation according to formulation
	Select and assemble ingredients according to formulation
	Make adjustments for package/product
	<b>Do test run</b>
<b>3.3.2 Operate Machine</b>	Operate production line according to SOP
<b>3.3.3 Test quality of product</b>	Test quality of product according to QA procedures
<b>3.3.4 Record production data and Quality Assurance</b>	Complete checklists/reports

**3.4 Transfer Loads**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>3.4.1 Prepare forklift for operation</b>	Prepare as required in forklift licence
	Conduct routine checks prior to use
<b>3.4.2 Drive Forklift</b>	Drive forklift according to licence/safety standards
<b>3.4.3 Operate Forklift</b>	Operate to licence/safety standards
<b>3.4.4 Transport Goods</b>	Stock pick using pick slips
	Load and unload according to appropriate safety standards
<b>3.4.5 Handle basic stock enquiries</b>	Check quantities and location using BPCS
<b>3.4.6 Stock movements recorded</b>	Stock movement recorded according to procedure
	Movements, spillage/damage recorded
	Faults detected and reported
	Stock receipted on computer



**3.5 Perform cleaning and minor routine maintenance**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>3.5.1 Perform cleaning and routine maintenance</b>	Perform basic running adjustments to equipment Clean equipment internally
<b>3.5.2 Identify and correct problems with seals and weight control</b>	Identify and correct Report complex problems to supervisors
<b>3.5.3 Perform housekeeping duties</b>	Perform required housekeeping duties

**3.6 Co-ordinate Team**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>3.6.1 Co-ordinate team tasks</b>	Allocate tasks



## **EVALUATION CRITERIA**

### **Level Four**

**An employee at Level Four has achieved the relevant competencies of Levels One, Two and Three**

**Overview:** An employee who is able to operate a number of packaging machines in an entire packaging/production line/system involving more than one production process and/or control an inventory transaction at a high level of efficiency

#### **Machine Efficiency:**

- #3 Sugar
  - #6 Pancake
  - #15 Pasta & Sauce
  - #16 Sauces
- Water Ice, Mayonnaise, Gravy, Mixers in Dry Plant

#### **Level of Supervision**

- Assistance and support available on a general basis

#### **Level of Decision-Making Responsibility**

- Limited decision making
- Make some decisions within limits of tasks without supervisory assistance

#### **Communication Skills**

- Follow detailed instructions/procedures
- Record information accurately as required

#### **Teamwork**

- Allocate, co-ordinate and monitor work of team members
- Assist in training employees aspiring to be Level Four through verbal instruction and/or demonstrating process

#### **Computer skills**

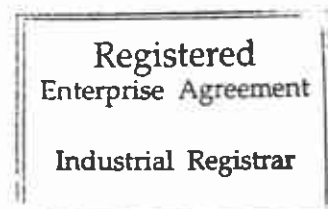
- Access and/or accurately input information as required for job

#### **OH&S**

- Knowledge and application of OH&S policies and procedures with responsibility for safety of others in the work area

#### **Level of Quality Assurance**

- Responsible for quality of own work and team
- Recognise quality control problems and take/recommend action



**Typical Responsibilities/Tasks:**

- Operate a range of packaging machines or forklift classified at Level Four
- Control stock movement
- Assist in basic maintenance

**4.1 Prepare and monitor entire packaging line process**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>4.1.2 Set up packaging line</b>	Set up packaging line for operation according to SOP
<b>4.1.3 Operate packaging process</b>	Operate packing process
	Monitor waste as required
<b>4.1.4 Conduct basis in-process tests on packaged product</b>	Conduct tests
	Make appropriate adjustments according to QA

**4.2 Prepare and monitor product sub-system**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>4.2.1 Prepare and set up machine</b>	Clean machine taking care with sensitive mechanisms
	Read and adjust electronic scales
	Make weight adjustments
<b>4.2.2 Prepare ingredients/raw materials</b>	Identify, assemble and weigh ingredients according to formulation
	Ensure correct blending of raw materials
<b>4.2.3 Operate machine</b>	Run machine
	Set up packaging as required
	Make necessary adjustments e.g. size changes, mixing times
<b>4.2.4 Record production and QA data</b>	Complete checklists/reports



#### 4.3 Control movement of raw materials, bulk product and finished goods stocks

Skill/Unit of Competency	Performance Criteria
4.3.1 Check load on receipt or dispatch	Complete all paperwork accurately
	Check purchase order/invoice
	Identify and access appropriate stock
4.3.2 Control stock of raw materials/bulk product and finished goods	Materials controlled according to safety and hygiene requirements
	Materials transferred/available according to production schedules
4.3.3 Check samples	Samples checked following QA procedures
4.3.4 Stock rotation procedure followed	Stock rotated according to system
4.3.5 Complete stocktake/cycle counting	Stocktake completed accurately and according to schedule

#### 4.4 Perform cleaning and routine maintenance

Skill/Unit of Competency	Performance Criteria
4.4.1 Conduct routine maintenance	Maintain machinery as required e.g. lubrication, sealing jaws
4.4.2 Clean equipment according to SOP	Identify need for cleaning
	Clean according to SOP
4.4.3 Complete/monitor housekeeping duties	Complete housekeeping as required

#### 4.5 Co-ordinate work activity

Skill/Unit of Competency	Performance Criteria
4.5.1 Co-ordinate work of employees	Plan work and encourage effective team work

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## EVALUATION CRITERIA

### **Level Five**

**An employee at Level Five has achieved the relevant competencies of Levels One, Two, Three and Four**

**Overview:** An employee who operates an entire complex production line/system at Level Five classification to finished product or operates more than one packaging system/line at Level Five classification and/or entire warehouse function from receipt to dispatch at the highest level of efficiency.

#### **Machine Efficiency:**

#4 Flour

#17 Basch – Cake Mixes

Peanut Butter, Vinegar Processing, Warehousing/Materials Handling, Mixers Dry Plant

#### **Level of Supervision**

- Work with minimal supervision
- Receive advice and guidance on limited basis

#### **Level of Decision-Making Responsibility**

- Some supervisory responsibility and accountability

#### **Communication Skills**

- Follow complex instructions
- Interpret/record/report detailed information

#### **Teamwork**

- Allocate, co-ordinate and monitor work
- Provide advice and assistance on all lower level machines in a particular section
- Assist in training employees aspiring to Level Five through verbal instruction and/or demonstrating process

#### **Computer skills**

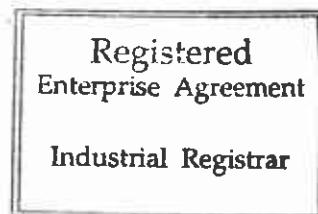
- Access and/or accurately input information as required for job

#### **OH&S**

- Knowledge and application of OH&S policies and procedures with responsibility for safety of others in the work area

#### **Level of Quality Assurance**

- Responsible for quality of own work and for the team
- Recognise quality control problems and take/recommend action



**Typical Responsibilities/Tasks:**

- Identify and overcome production/packaging problems
- Conduct entire range of in-process tests as per specifications
- Operate more than one packaging line simultaneously
- Operate production line
- Control storage and/or transfer of materials

**5.1 Prepare and monitor more than one packaging/production line**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>5.1.1 Set up line for operation</b>	Set up packaging line for operation according to SOP
<b>5.1.2 Operate line</b>	Run according to SOP
<b>5.1.3 Maintain quality control during packaging/production process</b>	Conduct in-process tests using basic testing equipment and make necessary adjustments
	Conduct tests on product and make necessary adjustments
<b>5.1.4 Record QA and production data</b>	Complete checklists/reports

**5.2 Control warehouse inventory from receipt to dispatch**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>5.2.1 Liaise with outside warehouses and suppliers</b>	Co-ordinate delivery and production schedules

**5.3 Conduct cleaning and routine maintenance**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>5.3.1 Clean equipment</b>	<b>Identify need for cleaning</b>
	Clean according to SOP
<b>5.3.2 Conduct routine maintenance</b>	Make size changes and conduct other specific maintenance tasks as required
<b>5.3.3 Complete/monitor housekeeping duties</b>	Complete housekeeping duties as required

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**5.4 Co-ordinate teamwork**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
<b>5.4.1 Co-ordinate work and suppliers</b>	Allocate tasks to ensure effective team work

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## EVALUATION CRITERIA

### **Level Six**

**An employee at Level Six has achieved the relevant competencies of Levels One, Two, Three, Four and Five**

**Overview:** The employee oversees part of, or entire operation in a section

### **Level of Supervision**

- Take full responsibility for the section under their control

### **Level of Decision-Making Responsibility**

- Total accountability/reporting responsibilities to management

### **Communication Skills**

- Interpret/analyse/explain complex instructions/information
- Write reports, document information
- Develop specifications, training programs

### **Teamwork**

- Plan, organise and monitor multiple activities, determine daily priorities
- Supervise training at all levels

### **Computer skills**

- Efficiently access and operate relevant software

### **OH&S**

- Knowledge and application of OH&S policies and procedures with responsibility and accountability for safety of all personnel in their section

### **Level of Quality Assurance**

- Audit quality assurance; identify and report faults, taking action to prevent recurrence.

### **Typical Responsibilities/Tasks:**

- Oversee production/packaging/warehouse inventory processes and performance
- Identify problems, solve or investigate solutions
- Oversee performance in section
- Operate machinery and/or fulfill other functions as required
- Good working knowledge of all machines/operations in section



**6.1 Oversee performance of production/packaging**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
6.1.1 Oversee the performance of production/packaging	Oversee the set-up of production/packaging process for operation according to SOP
6.1.2 Oversee quality control	Oversee quality control, diagnose and rectify problems.

**6.2 Oversee performance of warehouse system**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
6.2.1 Raise picking slips and invoices	Accurately prepare and input information
6.2.2 Co-ordinate transactions within warehouse	Issue stock into factory
	Organise storage of finished product
6.2.3 Co-ordinate transactions with outside warehouses and suppliers	Use knowledge of sequencing in production and schedules to ensure smooth operation

**6.3 Co-ordinate routine maintenance and cleaning**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
6.3.1 Co-ordinate routine maintenance and cleaning of system	Assist in planning routine maintenance and cleaning program
6.3.2 Oversee housekeeping	Ensure all housekeeping duties are completed

**6.4 Oversee the performance of employees**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
6.4.1 Monitor the performance of employees	Develop employees through coaching and counseling
6.4.2 Develop effective team work	Encourage effective team work
6.4.3 Provide/assist with training	Identify need for training
	Co-ordinate and direct production personnel to tasks
6.4.4 Accountable for shop floor control	Plan resources to ensure smooth operations

**6.5 Liaise across departments**

<b>Skill/Unit of Competency</b>	<b>Performance Criteria</b>
6.5.1 Liaise with other internal departments	Co-ordinate required materials

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**APPENDIX 1**

Green's General Foods Enterprise Agreement 1998 (attached)

