

Bolduans Bay Oysters Pty Ltd

Job Title: Shellfish Farm Attendant Level 1
Department: Farmhand
Location: Bolduans Bay Oysters operational sites
Responsible to: Production Manager
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GENERAL DESCRIPTION:

This is an introductory level for employees who are commencing service with Bolduans Bay Oysters Pty Ltd. The period of time at this level will be a minimum of four (4) months. Employees at this level will be working under DIRECT supervision and engaged in intertidal and onshore shellfish farming duties.

RESPONSIBILITIES: include the following duties.

To carry out the duties of the Shellfish Farm Attendant Level 1 as described in the Shellfish Industry Award No 2 of 2006. These duties include (but are not restricted to);

1. Loading and unloading vessels.
2. Grading and packing shellfish.
3. Filling bags, baskets, trays etc with shellfish.
4. Construction of shellfish growing medium (including racking)
5. Recording data as directed.
6. To undertake any training as required by the Company.
7. Cleaning and general maintenance duties.
8. To work as a team member toward achieving the goals specified in the Bolduans Bay Oysters Pty Ltd Mission Statement and Company Objectives.
9. To act in a manner that will encourage good morale and not bring Bolduans Bay Oysters into disrepute, and
10. Any other duties that may be required by Management.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school certificate or Tasmanian Certificate of Education (TCE); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and vibration. The noise level in the work environment is usually loud.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 kilogrammes and occasionally lift and/or move up to 40 kilogrammes. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PERFORMANCE ASSESSMENTS: To assist in the development of this position there will be a performance review programme commenced within the first month of the appointment. The frequency of the performance reviews will be dependant on the outcomes of the preceding reviews. Progression to Level 2 will be based on performance, not on length of service or experience.

REMUNERATION:

Remuneration will be in accordance with the Shellfish Industry Award No 2 of 2006

LINKS: The employee will have links with the following;

Direct:

- Production Manager
- Team Leaders
- Team Members
- Human Resource Manager

Indirect:

- General Manager
- Maintenance Attendant
- Administrative Officer