



POSITION DESCRIPTION

MATERIAL HANDLER

TITLE: Material Handler

REPORTS TO: Production Manager

DATE: January 2024

OVERALL OBJECTIVE

To ensure safe work practices are adhered to at all times throughout the course of employment.

To produce a quality product to specifications on a timely basis using glass processing and drilling machines

KEY STAKEHOLDERS

INTERNAL

Production Manager, Supervisors, 2IC

EXTERNAL

Nil

RESPONSIBILITIES

- Manual handling of glass product within processing areas
- Ensure paperwork is signed off and correct
- Maintain a safe work area
- Work safely, wearing Personal Protecting Equipment (PPE) at all times
- Daily housekeeping of machinery and surrounding work area
- Check, measure, inspect and confirm correct glass type as per specifications required
- Lift glass safely onto machine as required and move throughout factory safely
- Take note of weight of glass on sticker to ensure compliance
- When loading and unloading glass, recheck the product for any quality issues e.g. marks and scratches
- Use scanner to trace and track products throughout the factory
- Operate forklift as required (licensed personnel only)
- Assist other team members with glass processing duties as required

THE WALSHS WAY

Actively promotes and adheres to the Walshs Way values

- **Safety First**- In every task and every day
- **Customer at Heart**- Best products, service and expert knowledge
- **Respect**- For each other, our customers and suppliers
- **One Team**- Working together for success
- **Always Better**- Improving today for tomorrow



POSITION DESCRIPTION

WORK HEALTH & SAFETY

- Take reasonable care for their own health and safety
- Take reasonable care for the health and safety of others who may be affected by their actions in the workplace
- Ensure WHS principles are applied to every aspect of work
- Hazards are identified and reported immediately in accordance with the WHS procedures.
- Safe work and care practices are adhered to and actively promoted
- Work with service provider of WHS services.

SKILLS & QUALIFICATIONS

- Minimum equivalent of completion of year 12 schooling

EXPERIENCE & ATTRIBUTES

- Warehousing experience or similar
- Be well disciplined, punctual, and a team player
- Present for work in a neat and tidy manner, ensuring all PPE is worn