



Process Worker Recruitment

Applicant Information

We have a number of fixed term roles starting from early August through until early December. These roles will be across a range of shifts and production lines. There are three key shifts that we are wanting to support. While we are able to be flexible to some extent, *we cannot guarantee the placement of any staff on the shift they may want to work on.*

A broad summary of those shifts and hours of work are as follows:

Artisan: Approximately 4 days per week, Monday to Thursday. Likely to be no less than 7 hours per day. Normally starting around lunchtime – midday. Total hours are likely to be between 28 and 30 hours per week.

Riga: Approximately 5 days per week, Monday to Friday with a 5.00am start.

Cake: Approximately 4 days per week, Monday to Thursday with a start, depending on area of work, between 4.00am and 7.00am.

Broad Summary of Duties

There are a range of duties and tasks depending on the shift and area of work. However, these temporary positions will be mainly focused on either packing or the production line.

Duties may include:

- Manual packing off the packing line
- Cleaning the lines following production
- Making up specific customer orders
- Working with production machinery such as sealers, flow wrappers etc
- Decorating cakes
- Loading and unloading from ovens
- Cartoning product

Whatever your specific duties are, your role will be to:

- Ensure you complete those duties to the best of your ability
- Ensure the smooth running of any areas in the bakery in which you are asked to work
- To work as a co operative member of the team in the area you are assigned to
- Ensure you ask if you do not understand any aspect of what you have been asked to do
- Work in any area of the bakery that you are asked to move to.

The Recruitment Process

Once you have read all of the applicant information and if you think you can meet the requirements of the positions, please complete the application form in full and return it to Breadcraft before 25 July 2010.

If you are successful with the first stage of your application, you will be contacted by Breadcraft during the week beginning 26 July for an informal screening interview over the phone.

If you meet our shortlist requirements, you will be asked to visit the bakery to complete a brief numeracy and literacy test to ensure you are able to meet the minimum requirements for working in our bakery.

The final shortlisted applicants will then be asked to attend an interview with the HR Manager and the Plant Manager.

If you are successful in the recruitment process, you will be offered a fixed term part time position commencing in early August. Alternatively, you may be offered a casual position if you wish to accept it.

You will have an opportunity to ask any further questions either during the informal phone interview or the interview on site, assuming you are on the shortlist.

Thank you for your time and effort and we look forward to talking further with you.