



POSITION DESCRIPTION

Position Title	Laundry Worker
Business Unit	Northern
Function	Laundry
Location / Site	Dinmore Plant
Reports To	Stores & Laundry Supervisor

Company Mission, Belief & Values

Our Mission

To be the best in all that we do, completely focused on our business, ensuring the best products and services to our customers, a relationship of trust with our suppliers, profitability for our shareholders and the certainty of a better future for all our team members.

Our Beliefs

-  Focus on the details
-  Hands-on
-  Things are achieved only with hard work
-  The right person in the right place
-  Passion for what we do
-  Attitude is more important than knowledge
-  Leaders must win over their team members
-  Lead by example
-  Focus on results
-  Work with people who are better than us
-  Truly believing makes the difference
-  Quality projects/services

Our Values



To enable this success, we expect all JBS Australia employees to demonstrate behaviours that support and drive the achievement of the Company Values and Mission Statement.

Excellence in JBS Australia

-  Help us improve the way things are done and identify improvement opportunities.
-  Participate in the annual Performance Cycle.
-  Know and commit to using company processes, operating procedures and policies for your role.
-  Embed the company values in daily interactions and tasks by demonstrating the values, and recognising ideal behaviours in others.

Quality, Workplace Health & Safety & Environment

-  Report all workplace incidents, accidents and hazards immediately to your Leader and rectify minor hazards that can be safely controlled.
-  Meet all requirements relating to Quality, WH&S and Environmental Management as stated in Company Policies, Procedures and Guidelines.

Limits of Authority

-  Comply with all authority limits as per operating procedures, instructions and policies.
-  May not introduce fundamental changes to business processes without approval.
-  May not make statements to the press / media without approval of the Corporate & Regulatory Affairs Manager.



POSITION DESCRIPTION

Role Summary

The Laundry Worker is responsible for washing, drying, sorting, and distributing work clothing used on site. This role supports hygiene and food safety by ensuring clean clothing is available for employees.

Core Responsibilities

- Wash and dry work clothing according to hygiene procedures.
- Operate laundry machines safely and follow instructions.
- Sort and separate clean and used clothing to prevent contamination.
- Issue clean clothing and collect used clothing from team members.
- Ensure cleaning processes meet food safety requirements.
- Keep laundry and storage areas clean and organised.
- Report equipment issues to your supervisor.
- Assist with basic equipment checks where trained.
- Cut tags off CGR's.
- Open packets of rubber gloves.
- Roll up bandsaw glove kits and PVC apron kits for distribution.
- Tear off tickets for glove swaps.
- Sewing machine operations including mending, unpicking, sizing and name tags.
- Restocking of items during busy periods.
- Mopping and sweeping work areas.
- Dusting clothes pigeonholes.
- Basic filing in alphabetical order.
- Cutting length of chain, attaching O rings and dog clips.
- Hand out clothing, fold clothing and put away into pigeonholes.

Knowledge, Skills and Abilities

Must Haves

- Ability to follow clear instructions and safety procedures.
- Ability to complete routine and repetitive tasks.
- Good organisation and record-keeping skills.
- Ability to contribute positively to a team and work independently.
- Physical ability to complete manual tasks (e.g. lifting, carrying, standing).

Nice to Haves

- Experience in laundry, cleaning, or similar work.
- Understanding of food safety practices (e.g. HACCP – Hazard Analysis and Critical Control Points).
- Basic ability to identify equipment issues.

Team member signature

Enter signature

Team member name

Enter name

Date signed

Select or enter a date