



ROLE DESCRIPTION: GENERAL HAND

MISSION STATEMENT: Leading a change to a globally competitive market

REPORTING TO: Mill Sirdar/Asst. Mill Sirdar

1.0 PURPOSE OF THE JOB

The position carries out general housekeeping duties in the factory premises and residential compounds in line with standard housekeeping procedures.

1.1 DIRECT REPORTS: No direct reports (Refer job purpose above)

2.0 DUTIES AND RESPONSIBILITIES

LEADERSHIP:

- Understand and take ownership of FSC's Vision, Mission and Values and ensure all work performed is aligned to it.
- Immediately report any issues that may require corrective actions and require disciplinary action to assistant Human Resources Officer
- Ensure company assets and properties are protected at all times and immediately report any damage or abuse to Management.

FINANCE:

- Cost conscious and comply to cost effective strategies at all times as directed by Supervisors
- Ensure all work and materials suggested to be ordered by Supervisor are of required quality and cost effective to minimise wastage of materials at all times.

OPERATION:

- Carryout General housekeeping duties in the mill premises and residential compound according to standard operating procedures
- Ensure all work is performed safely according to workplace requirements
- Immediately report any unsafe condition to the Mill Sirdars to take appropriate corrective action
- Maintain high housekeeping practices and standards in all work areas

- Ensure that safety signs and cones are erected when working in hazardous environment near main roads, etc.
- Attend training courses, workshops and in- house training to upgrade skills and knowledge.
- Ensure to take full care of corporation equipments and assets at all times
- Be safety conscious and alert at all times
- Perform any other duties assigned by the Mill Sirdar/Supervisor

COMPLIANCE:

- Primary responsible and accountable for his own safety while at work
- Ensure he do not knowingly put their fellow workers at risk while at work
- Ensure compliance to operation procedures and safe work procedures.
- Ensure compliance Health and Safety and Environment legislative requirements
- Ensure compliance to responsibilities under OHS Management System manual
- Ensure compliance to all the Corporation's policies and procedures such as Time and Attendance, HR, Training, PPPM etc
- Comply with all Health and Safety requirements
- Ensure that all necessary PPE Equipments are worn at all times in the HR Office and on all FSC worksites
- Ensure all work accidents and injuries are reported to the Supervisor immediately.
- Ensure adherence to Corporation's Values, Code of Conduct and Code of Business Conduct at all times.

3.0 JOB DIMENSIONS

No. Of Staff Controlled: - N/A

Budget Controlled- N/A

Financial Authority- No Authority

4.0 KEY REQUIREMENTS OF THE POSITION

Qualification

- Minimum or equivalent to form 4 pass with minimum basic housekeeping knowledge and be analytical, team player, able to handle work pressure.
- Must be able to work with minimum supervision

Experience

- At least 5 years of work experience in a similar environment with good knowledge and the human resources operation in the sugar milling industry.
- Must have sound knowledge of all aspects of mill operations

Skills, Knowledge and Competencies:

- Is a team player who is able to work with cross section of staff.
- Self starter who should be able to work with minimum supervision
- Conversant with all aspects of mill operation

5.0 KEY PERFORMANCE INDICATORS (To be reviewed)

KEY PERFORMANCE INDICATOR	Target	Overall KPI Weighting
1. Housekeeping and general cleanliness of mill premises and residential compounds	100%	60%
2. OHSE Compliance	100%	20%
3. Budget Compliance	100%	20%

6.0 JOB ENVIRONMENT

- Workplace Location - Lautoka Mill
- 44 hours per week
- 18 days annual leave
- Sick Leave as per FSGWU Agreement (or as per contract)

7.0 DOCUMENT APPROVAL

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(Insert Employee Name and No.)

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Name of Mill HRO

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Signature

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Signature

Date:.....