Basic job skills:

Production worker

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| **Tasks for the production worker:**   * master production processes in the company * work according to company hygiene procedures * label goods and prepare them for delivery * work as part of a team |

**Reading**

**On a daily basis the production worker will:**

* read production orders
* read work plans
* read posters and signs in the warehouse area
* read safety instructions and symbols
* read product and delivery information
* read and understand technical terminology

**Regularly the production worker will:**

* read messages from management
* read waste management procedures relating to hygiene and environmental requirements
* read and stay up to date on internal regulations
* read shift plans and holiday lists
* read messages and emails

**Occasionally the production worker will:**

* read regulations applicable in the workplace
* read relevant quality procedures
* read news, articles and other relevant subject matter to stay up to date on developments in the industry
* read minutes of meetings
* read training material
* read instructions on first aid, fire safety and handling of hazardous goods
* read safety data sheets
* read information relating to their own employment relationship

**Writing**

**On a daily basis the production worker will:**

* write brief messages
* write instructions for others
* write messages and emails

**Regularly the production worker will:**

* provide written information and use precise technical terms when communicating with the supervisor and colleagues
* report non-conformities or incidents
* fill in claim forms
* write applications for leave of absence

**Occasionally the production worker will:**

* write down new procedures
* answer questions in connection with courses, certification and surveys
* give input to the safety representative on improvements to the working environment
* take notes and write assignments in connection with courses
* fill in forms relating to their own employment relationship

**Oral skills**

**On a daily basis the production worker will:**

* talk to others to coordinate the work
* give and receive messages and instructions
* obtain and convey information about raw materials and deliveries
* report injuries and undesirable incidents to their immediate supervisor
* take part in lunch and break conversations

**Regularly the production worker will:**

* receive information and provide input in meetings
* discuss working hours and shifts arrangements
* follow up and ask about ambiguities in connection with procedures

**Occasionally the production worker will:**

* communicate with the transport department
* participate in internal and external training
* communicate with the supervisor and safety representative about their own working conditions, working environment and training needs
* answer questions in connection with tests and certifications
* inform new and temporary staff about work procedures
* receive guidance in correct work postures and techniques
* report illness or absence
* suggest changes to work procedures
* report and communicate about incidents or accidents
* conduct performance reviews with the supervisor

**Numeracy**

**On a daily basis the production worker will:**

* compare and check product numbers
* find and use numerical codes
* understand symbols and product code lists
* count, weigh or measure raw materials
* check the wight and size of shipments

**Regularly the production worker will:**

* check their own payslip
* fill in timesheets
* measure length, volume and weight
* find the right shelf locations for different items
* take readings from measuring instruments
* check production targets

**Occasionally the production worker will:**

* fill in and check numerical information in forms
* calibrate measuring instruments
* assess how long it will take to complete a job
* look at and assess factors that affect the company’s financial performance
* read statistics and graphs, such as injury statistics

**Digital skills**

**On a daily basis the production worker will:**

* use a timekeeping system
* store completed assignments in archives
* use a marking system
* use various measuring instruments
* go through and update electronically stored lists

**Regularly the production worker will:**

* find and fill in relevant forms
* report non-conformities
* search databases
* read and stay up to date on the company’s website and intranet
* send and receive messages and emails

**Occasionally the production worker will:**

* take photos to document incidents or non-conformities
* update themselves on issues relating to health, safety and the environment (HSE)
* find safety data sheets
* use a smartphone and tablet with different apps relating to tasks
* use digital arenas for contact with the employer and colleagues
* use QR codes and barcodes as needed
* use standard office software
* use various digital arenas for collaboration and communication
* use various training resources