

Position Description

Vacancy Title: **Production Worker [Pohnpei]**
 Location: **Pohnpei**
 Reports To: **OIC (Coconut Industry Unit) (v 2.00)**

Objective

This role works in the coconut processing area, following instructions from the Officer in Charge to safely and efficiently carry out coconut production and related tasks.

Outcomes

Organisational Stakeholders

1. Effective and efficient production-line

- Actively contributes as part of the coconut processing team, working in the designated coconut processing area to ensure smooth manual extraction and production operations.
- Ensures proper attire is worn before entering and while working in the coconut processing area, including the approved uniform color code, hair covering, safety boots, hairnet, and protective gloves.
- Completes assigned coconut extraction and processing tasks on time as per standard operating procedures, maintaining production efficiency and preventing delays to coconut batch processing.
- Maintains uncompromised coconut product quality through careful manual extraction techniques and ensures there is no damage to coconut processing equipment and tools during operations.
- Adheres to all instructions provided by the Production Officer in Charge, ensuring smooth coconut extraction workflow and addressing any quality deviations or processing issues that arise effectively.
- Strict compliance with all company coconut production procedures and manual extraction process guidelines is maintained throughout operations.
- Accurately completes all coconut production forms, batch tracking sheets, and quality documentation in accordance with company procedures and production requirements.
- Carries out any other coconut production duties assigned by the supervisor effectively and efficiently, including support for related processing activities and facility maintenance.

2. Clean and Safe Production Area Maintained

- Processing area cleaned regularly before, during, and after shifts to ensure hygiene and safety.
- Waste, coconut husks, and debris removed and disposed of in designated bins.
- Tools, equipment, and work surfaces wiped down and sanitised following cleaning procedures.
- Appropriate cleaning materials used and protective gear worn during cleaning tasks.
- Spills, hazards, or equipment issues reported promptly to the Officer in Charge.
- Scheduled deep-cleaning activities completed and cleaning checklists followed.

3. Compliance

- All Company GMPs, SSOPs and OHS requirements are complied at all times.
- Ensures confidentiality of all information concerning Vital Group Production Department is maintained at all times.

4. Vital Group image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate Vital Group's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation

Qualifications

Qualification	Discipline	Notes
Preferred		
School Leaving	Other related discipline	

Work Knowledge and Experience

On the job training on duties involved therefore minimal experience required
 Production line experience in a processing factory is an advantage

Requirements

Regulatory Compliance Requirements

Health Clearance - Fit to work
 Drug Test
 Fire Safety and Emergency Response (inc. foam systems, extinguishers, first response) training
 Basic and Advanced Safety Training

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
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Internal

Production Manager

Attributes

Behavioural Styles

Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.

Enthusiastic Shows high levels of excitement and interest, and expresses positive feelings.

Punctuality Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Perceptive Shows keen insight and understanding of issues or situations.

Thinking Styles

Intuitive Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason.

How To Apply

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Contact for Enquiries

Contact Name: Tracy-Ann Helgenberger

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Further Contact Information: --

Closing Date: 22 Jul 2026