

SSGIN04 Assistant Ginner / Process Worker

1. Job role

TCF sub-sector	Cotton Ginning
Functional area	Production Operations
Job role	SSGIN04 Assistant Ginner / Process Worker
Job role description	Provides operational support to ginning processes by assisting machine operators and supervisors with material handling, plant operation tasks and general production activities. In the Australian cotton ginning sector—characterised by high-throughput, seasonal and mechanised operations—the Assistant Ginner / Process Worker supports continuous production by ensuring smooth material flow, assisting with equipment operation and maintaining clean and safe work areas. The role works under the direction of the Ginning Machine Operator and Head Ginner, contributing to efficient plant performance during peak processing periods.
Performance expectations	• Supporting continuous ginning operations during peak season • Assisting with safe and efficient material handling • Maintaining clean and organised work areas • Assisting operators with plant monitoring and tasks • Minimising contamination and material loss • Following operational instructions and procedures • Supporting production targets and workflow efficiency • Complying with WHS and environmental requirements
Specialisation	Production support, material handling, plant housekeeping, basic process assistance.
Application in other Textile, Clothing and Footwear (TCF) sectors	• Agricultural processing industries • Manufacturing and process operations • Bulk materials handling • Food processing industries • Industrial production environments

2. Key tasks and critical work functions

Key tasks	• Assisting with feeding cotton into processing systems • Supporting machine operators during operation • Moving materials between processing stages • Cleaning equipment and work areas • Removing waste and debris • Assisting with minor maintenance tasks • Monitoring for obvious faults or issues
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	Following instructions from supervisors
Critical work functions	- Ensuring continuous material flow through the plant - Supporting efficient machine operation - Maintaining cleanliness and safety of the plant - Preventing contamination and production issues - Supporting operators in achieving production targets - Contributing to safe and efficient plant operations - Providing flexible support across tasks

3. Technical skills

Material handling	Handling cotton safely through processes
Process support	Assisting with ginning operations
Cleaning and housekeeping	Maintaining plant cleanliness
Basic equipment use	Using tools and simple machinery
Process awareness	Understanding workflow stages
Hazard identification	Recognising unsafe conditions
Basic troubleshooting	Identifying simple issues
Documentation	Recording simple production data if required

4. Generic Skills

Attention to detail	Ensuring correct handling and cleanliness
Adaptability	Working across multiple tasks
Communication	Following instructions and reporting issues
Teamwork	Supporting operators and supervisors
Time management	Maintaining workflow efficiency
Physical capability	Performing manual tasks
Safety awareness	Applying WHS practices consistently

5. Emerging skills

Emerging skills	- Familiarity with automated plant systems - Digital reporting tools - Improved material handling techniques - Environmental and sustainability awareness - Integration into flexible workforce models - Exposure to process optimisation practices
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6. VET Qualifications and Skill Sets

Entry-level preparation	MSM20116 Certificate II in Process Manufacturing or equivalent
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Advanced development	MSM30116 Certificate III in Process Manufacturing or equivalent
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7. Job progression

Possible job progression	Seasonal Labourer / Yard Hand → Assistant Ginner → Ginning Machine Operator → Head Ginner / Shift Supervisor
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8. Classification

Australian Qualifications Framework	Level 1-3
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 5
Open Source Classification of Occupations for Australia (OSCA)	Process Worker - Cotton Ginning



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