

SSDCL5 Production Assistant

Disclaimer

These Occupational Frameworks and Skill Profiles have been developed as workforce planning, occupational mapping and skills reference resources for the Australian textile, clothing and footwear (TCF) industry. They are intended to describe the typical functions, responsibilities, skills and capabilities associated with occupations across the industry.

These documents are not intended to replace or override industrial instruments or employment arrangements, including awards, enterprise agreements, employment contracts, position descriptions, classification structures, licensing or regulatory requirements, or other statutory obligations. Where differences arise, the relevant industrial, legislative or regulatory requirements take precedence. The Skill Profiles should be used as complementary reference documents to support workforce planning, career development, training and skills recognition.

1. Job role

TCF sub-sector	Dry Cleaning and Laundry Services
Functional area	Garment Processing
Job role	SSDCL05 Production Assistant
Job role description	Supports garment processing operations across sorting, cleaning preparation, machine loading/unloading and workflow coordination to ensure efficient production flow and consistent quality outcomes. In the Australian dry cleaning industry—where operations must comply with workplace health, safety and environmental requirements—the Production Assistant performs multi-skilled tasks across production stages, assisting cleaning, spotting and finishing teams while maintaining accurate garment handling and workflow efficiency.
Performance expectations	- Supporting garment sorting, batching and preparation for cleaning processes. - Assisting with loading and unloading of dry cleaning and wet cleaning machines. - Maintaining accurate garment tagging, identification and tracking throughout production. - Coordinating with spotting, cleaning and finishing teams to maintain workflow continuity. - Maintaining garment quality by handling items carefully and following procedures. - Ensuring compliance with workplace health, safety and chemical handling requirements. - Meeting production targets and turnaround time requirements. - Maintaining clean and organised work areas and equipment. - Supporting small business operations with flexible task allocation across production.

	Contributing to continuous improvement in efficiency and quality.
Specialisation	Production workflow coordination, garment handling, machine operation support, multi-skilled operational support.
Application in other TCF sectors	- Commercial laundry and linen services supporting sorting, loading and production workflow operations. - Textile manufacturing and finishing supporting material handling and process preparation activities. - Apparel production and garment finishing supporting assembly line coordination and product handling. - Technical textile and specialty services supporting preparation and handling of specialised materials. - Textile restoration services supporting cleaning preparation and workflow coordination. - Leather and suede processing supporting material handling and production assistance tasks. - Manufacturing and processing industries supporting production line assistance and workflow support.

2. Key tasks and critical work functions

Key tasks	- Sorting garments by type, colour and processing requirements. - Preparing garments for cleaning including tagging verification and pre-checks. - Loading and unloading cleaning machines in accordance with procedures. - Transferring garments between production stages including spotting and finishing. - Assisting with basic spotting preparation and coordination. - Monitoring workflow to ensure smooth production flow. - Maintaining cleanliness of workstations and equipment. - Following workplace health, safety and operational procedures.
Critical work functions	- Maintaining accurate garment identification and tracking throughout production. - Supporting efficient workflow between production stages. - Handling garments carefully to prevent damage. - Ensuring compliance with safety and operational procedures. - Meeting production timelines and operational targets. - Coordinating effectively with production team members.

3. Technical skills

Garment handling	Handling garments appropriately to maintain quality and prevent damage.
Machine loading	Loading and unloading dry cleaning and wet cleaning machines safely.
Garment sorting	Sorting garments based on fabric type, colour and processing needs.
Tracking systems	Maintaining garment identification and tracking processes.
Workflow coordination	Supporting movement of garments through production stages.

Basic spotting support	Assisting in preparation for stain removal processes.
Equipment handling	Using production tools and equipment safely.

4. Generic Skills

Teamwork	Working collaboratively with production staff across multiple stages.
Communication	Communicating workflow needs and garment issues with team members.
Attention to detail	Ensuring accuracy in garment handling and tracking.
Time management	Managing tasks to meet production timelines.
Adaptability	Performing multiple tasks across different production functions.
Problem solving	Identifying and addressing workflow or handling issues.
Safety awareness	Applying safe practices in production environments.

5. Emerging skills

Emerging skills	• Adopting automated garment handling and sorting systems. • Using digital workflow and tracking technologies. • Supporting energy-efficient and sustainable production processes. • Applying improved material handling techniques for modern fabrics. • Integrating data-driven production coordination tools. • Supporting environmentally responsible operational practices.
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6. VET Qualifications and Skill Sets

Entry-level preparation	MSTSS00004 Introduction to Laundry or Dry Cleaning Industry Skill Set.
Advanced development	MST20722 Certificate II in Apparel, Fashion and Textiles or equivalent.

7. Job progression

Possible job progression	Production Assistant → Senior Production Assistant → Dry Cleaner → Spotter → Production Supervisor → Production Manager.
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8. Classification

Australian Qualifications Framework	AQF Level 2.
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 5.
Open Source Classification of Occupations for Australia (OSCA)	811332 Laundry Worker.



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