

# MORNINGTON BUTCHERY

## Location: Gunnedah NSW. Position Description - Qualified Butcher Full Time

Mornington Butchery is an equal opportunity employer. Employees must have the right to work in Australia.

### 1. Position

A **Qualified Butcher** position is offered on a **permanent full-time basis**

Duties include, but are not limited to:

- Support the managing butcher in all aspects of business operations
  - Meat preparation, cutting, processing, and presentation
  - Ensuring high standards of food safety, hygiene, and cleanliness
  - Safe operation of knives, tools, and equipment
  - Assisting with customer service as required
  - Supporting apprentices and junior staff
  - Pick up and deliveries as requested
  - Any other reasonable duties consistent with the role
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### 2. Award Coverage

Your employment is covered by the **Meat Industry Award 2020 (MA000059)**.

You are classified as **Level 7** under the Award.

This agreement is intended to operate in conjunction with the Award. Where this agreement provides conditions **more beneficial** than the Award, those conditions apply. Where the Award provides more beneficial conditions, the Award applies.

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### 3. Hours of Work

- Your ordinary hours of work are **38 hours per week**.
- Your rostered hours will be worked in accordance with business requirements and Award provisions, including early starts.
- Reasonable additional hours may be required including one close until 6pm each week and every second or third Saturday, subject to Award provisions (Overtime and Saturday rates).
- Typical hours of work will be 6:30am - 3pm weekdays with a one hour lunch break.
- + One afternoon per week 3pm - 6pm (**3hrs overtime per week**)
- + Every second Saturday 7:30am - 12:30pm (on rotation) (**5hrs per fortnight Saturday rates**)

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## 4. Remuneration

- You will be paid an hourly rate of **\$32-35.00 per hour** for ordinary hours worked depending on experience.
  - This rate is **above the minimum Award rate** for a Level 7 employee.
  - Wages are paid weekly.
  - Single accommodation (no pets) in a furnished 2 bedroom cabin 13km from Gunnedah is available at a discounted rate for the right candidate
  - Additional workplace performance bonuses are in place valued at up to \$10,000 per year.
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## 5. Overtime

- **Overtime will be paid strictly in accordance with the Meat Industry Award 2020 (MA000059), Level 7**, including applicable penalty rates.
  - Overtime applies when work is performed outside ordinary hours as defined by the Award.
  - Overtime is paid at \$42.18/hr (first 3 hrs)
  - Saturdays are paid at \$35.15/hr (5hrs)
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## 6. Leave Entitlements

You are entitled to leave in accordance with the **Fair Work Act 2009** and the Award, including:

- Annual leave
  - Personal/carer's leave
  - Compassionate leave
  - Community service leave
  - Long service leave (as per NSW legislation)
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## 7. Superannuation

Superannuation contributions will be made on your behalf in accordance with the **Superannuation Guarantee legislation**, to a complying superannuation fund of your choice.

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## 8. Workplace Policies

You must comply with all workplace policies and procedures, including:

- Work Health and Safety
- Food safety and hygiene
- Attendance and conduct requirements
- Mornington Butchery Employee Handbook and Procedures Manual

Policies may be updated from time to time and do not form part of this contract.

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## **9. Confidentiality**

You must not disclose confidential business information, including customer details, pricing, or business operations, during or after your employment.

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## **10. Termination of Employment**

Either party may terminate employment by providing **notice in accordance with the Fair Work Act 2009**, or payment in lieu of notice where applicable.

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## **11. Entire Agreement**

Any agreement, together with the applicable Award and workplace policies, constitutes the entire agreement between the parties and replaces any previous agreements or understandings.

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## **12. Governing Law**

Our workplace agreements are governed by the laws of **New South Wales and the Commonwealth of Australia**.

Following is the Mornington Butchery workplace handbook for potential employees.

# MORNINGTON BUTCHERY

## Welcome to Mornington Butchery

This document is designed to help you understand who we are, what we stand for, and how we work together as a team.

Mornington Butchery has a very proud local history, and as new owners we are committed to building on that foundation with similar values, strong teamwork, and a shared purpose.

Our focus is simple: great people, great meat, and looking after locals and families – including our own team.

### **Employer Contact Details:**

James Family Food Pty Ltd

ABN 14 693 262 672

Kate James

PH 0402 838462

[kate@morningtonbutchery.com.au](mailto:kate@morningtonbutchery.com.au)

## Who Are We?



James Family Food Pty Ltd is owned and operated by the James Family of Wallawong Premium Beef, Curlewis. You drive past our place on the Kamilaroi Highway.

Owners Kate and Lachlan James both studied Rural Science at UNE Armidale, and specialised in Meat Science and genetics. We have been involved in carcass and meat judging teams for Australia (Kate) and Colorado State University in the USA (Lachlan). Both Kate and Lachlan taught Agriculture in local high schools and Lachlan now delivers courses in Meat Evaluation to Ag teachers and industry.

Kate also has experience in food production establishing Hunter Belle Cheese in 2003 - a successful gourmet cheese factory located in Muswellbrook. Under Kate's management, the cheese factory produced a range of different cheeses and yogurt, with a small team of dedicated permanent and casual staff of varying ages. The cheese factory business was sold to current owners in 2009 in order to concentrate on family at the time, and has continued successfully to this day. Our family includes two sons, Stirling (18) and Fraser (16) and dog 'Boo'. Stirling is focused on a career in the defence force, and will help occasionally in the shop. Fraser is an apprentice agricultural machinery mechanic with Double R in Gunnedah.

Today we run a beef cattle farm and feedlot across 3 properties near Curlewis. Lachlan has extensive experience breeding and feeding high quality beef cattle that have produced multiple champion carcasses at Sydney Royal Show, Wingham Beef Week and Upper Hunter Beef Bonanza over many years.

We will be supplying some of our own beef carcasses for the shop along with existing suppliers so that the quality of Mornington Butchery products are maintained. Lachlan will be in charge of producing and buying cattle for Mornington Butchery. Kate will be managing the business day to day and is the key contact for all staff.

## Our Vision & Mission for Mornington Butchery

### **Vision**

To be the most trusted local butcher, known for friendly service, quality meat, and genuine care for our community.

### **Mission**

To provide fresh, high-quality meat and helpful service that makes life easier for busy families, while creating a workplace where staff feel supported, respected, and part of a family.

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## Our Core Values (What Matters Here)

These values guide how we work, how we treat customers, and how we treat each other. Our core values are Friendly, Family and Fresh.

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1. Friendly, Approachable Service
2. Family Values – Customers and Staff
3. Fresh, High-Quality Meat

## 1. Friendly, Approachable Service

### **What it means:**

Customers should feel comfortable walking in, asking questions, and coming back again. A smile, eye contact, and a willingness to help is a trademark of every customer experience.

### **How we demonstrate this:**

- Greet customers warmly and farewell them cheerfully - learn their names
  - Offer help and product knowledge
  - Be patient and respectful, even when it's busy
  - Be positive - try to find solutions/offer alternatives instead of 'no we don't do that'
  - Speak positively about the business to customers and community
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## 2. Family Values – Customers and Staff

### **What it means:**

We exist to help busy families and local people put good food on the table, and we believe our staff should feel supported, valued, and looked after as well.

### **How we demonstrate this:**

- Understanding that customers value convenience, advice, and reliability
  - Creating systems that help customers and staff save time
  - Looking out for each other during busy periods
  - Maintaining a work-life balance
  - Communicating openly and respectfully
  - Supporting staff with training, clear expectations, and fair work practices
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## 3. Fresh, High-Quality Meat

### **What it means:**

Quality is non-negotiable. Our reputation depends on eating quality, freshness, cleanliness, and pride in our product.

### **How we demonstrate this:**

- Offering quality meats at prices that are sustainable for business and families
- Taking pride in workmanship, product presentation and consistency
- Following food safety and hygiene standards at all times
- Maintaining clean workspaces and retail displays

## What This Means for You

Every Mornington team member plays an important role in living these values. Whether you work on the counter, in the back, or are learning the trade, your actions reflect Mornington Butchery.

### **As employers we are committed to:**

- Providing a safe and respectful workplace
- Supporting training and skill development
- Treating everyone fairly and honestly

### **In return, we ask that you:**

- Show up on time and ready to work
  - Treat customers and teammates with respect
  - Take pride in the quality of your work
  - Be open to learning and feedback
  - Raise any issues promptly with us so that we can address them
  - Speak positively about the business in public
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## Moving Forward Together

Our goal is to build a strong, positive workplace where customers enjoy shopping and staff enjoy working. By living these values every day, we can grow the business together and create a butcher shop the whole community is proud of.

Welcome to the team.

Please speak to me directly, phone or email me with any questions you may have about this document.

Kind Regards,



Kate James

PH 0402 838462

[kate@morningtonbutchery.com.au](mailto:kate@morningtonbutchery.com.au)

# Mornington Butchery – Workplace Policies

## Purpose of this document

This handbook sets out the key workplace policies for Mornington Butchery. It is written in plain English so all staff clearly understand what is expected.

These policies help keep everyone safe, treated fairly, and working together professionally. They are designed to comply with **NSW Work Health and Safety laws**, the **Fair Work Act**, and relevant industry standards.

All staff are required to read, understand, and follow these policies.

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## 1. Our Values

At Mornington Butchery we value:

- Friendly, respectful service
- Family values – supporting busy families and looking after our team
- Fresh, high-quality meat and food safety
- Honesty, reliability, and pride in our work

These values guide how we treat customers, suppliers, and each other.

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## 2. Work Health & Safety (WHS) Policy

Mornington Butchery is committed to providing a **safe and healthy workplace**.

### Our responsibilities

The business will:

- Provide a safe workplace and safe systems of work
- Provide training, supervision, and equipment needed to do the job safely
- Maintain equipment, knives, machinery, and cold rooms in safe working order
- Consult with staff about safety matters

### Your responsibilities

All staff must:

- Take reasonable care of their own safety and the safety of others
  - Follow all safety instructions and training
  - Use equipment, guards, and PPE correctly
  - Report hazards, injuries, or near misses immediately
  - Never work under the influence of drugs or alcohol
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## 3. Manual Handling & Injury Prevention

Butchery work involves lifting, bending, and repetitive tasks.

Staff must:

- Use correct lifting techniques
- Ask for help with heavy or awkward loads
- Use trolleys and mechanical aids where provided
- Take breaks as rostered

Report any pain, strain, or injury early so it can be addressed.

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## 4. Knife Safety & Machinery Use

Knives and machinery can be dangerous if used incorrectly.

Staff must:

- Only use equipment they have been trained on
  - Keep knives sharp and stored safely
  - Never bypass safety guards
  - Wear appropriate PPE where required
  - Immediately report faulty equipment
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## 5. Food Safety & Hygiene Policy

Food safety is critical to our business.

Staff must:

- Wash hands regularly and correctly
- Wear clean uniforms and protective clothing
- Follow temperature control requirements
- Prevent cross-contamination
- Report illness that could affect food safety

Failure to follow food safety rules may result in disciplinary action.

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## 6. Bullying, Harassment & Discrimination

Mornington Butchery has **zero tolerance** for bullying, harassment, or discrimination.

This includes:

- Verbal abuse or intimidation
- Sexual harassment
- Discrimination based on gender, age, race, religion, disability, or sexuality

Concerns should be reported to the owner or manager and will be handled confidentially.

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## 7. Code of Conduct

All staff are expected to:

- Treat customers, colleagues, and suppliers with respect
- Be punctual and reliable
- Follow lawful and reasonable instructions
- Work honestly and ethically
- Maintain professional behaviour at all times

Unacceptable behaviour includes:

- Theft or dishonesty
- Aggressive or abusive behaviour
- Unsafe work practices
- Repeated lateness or absenteeism without explanation

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## 8. Social Media Policy

Social media includes Facebook, Instagram, TikTok, and similar platforms.

Staff must:

- Not post negative or harmful comments about the business, staff, customers, or suppliers
- Not share confidential information
- Not represent themselves as speaking on behalf of the business unless authorised

Positive posts are welcome, but must be respectful and appropriate.

Breaches of this policy may result in disciplinary action.

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## 9. Attendance, Breaks & Fatigue

Staff must:

- Attend work as rostered
- Notify the business as early as possible if unable to attend
- Take breaks as required under the Award

Fatigue can be a safety risk. Speak up if you are overly tired or unwell.

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## 10. Alcohol & Drugs

Staff must not:

- Attend work under the influence of alcohol or illegal drugs
- Bring illegal substances onto the workplace

Prescription medication must not affect your ability to work safely.

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## 11. Injury Reporting & Workers Compensation

All injuries, no matter how minor, must be reported immediately.

The business will:

- Support early reporting
  - Assist with workers compensation claims where required
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## 12. Disciplinary Procedure

Mornington Butchery follows a **fair, reasonable, and lawful disciplinary process**. The purpose of discipline is to correct behaviour, not to punish.

### Step 1 – Informal Discussion

- Used for minor issues or first-time concerns
- Manager/owner will speak with the employee
- Expectations will be clarified
- May be noted but not placed on formal file

### Step 2 – Verbal Warning

- Used if the issue continues or is more serious
- Clear explanation of the issue
- What improvement is required
- Timeframe for improvement
- Warning may be recorded on file

### Step 3 – Written Warning

- Used if there is no improvement or for serious misconduct
- Written warning outlining:
  - The issue
  - Previous discussions
  - Required improvement
  - Consequences if behaviour continues

### Step 4 – Final Warning or Termination

- Used if issues continue or for serious breaches
- Termination will only occur in line with Fair Work laws

### Serious Misconduct

Some behaviour may result in immediate action, including possible termination. This includes:

- Theft or fraud
- Serious safety breaches

- Violence or threats
- Working under the influence of drugs or alcohol

All disciplinary matters will be handled respectfully and confidentially.

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## 13. Work Health & Safety (WHS) Reporting System

Mornington Butchery encourages **early and open reporting** of all WHS issues. Reporting helps prevent injuries and keeps everyone safe.

### What must be reported

Staff must report:

- Hazards (e.g. slippery floors, faulty equipment)
- Injuries or illnesses (even minor)
- Near misses (something that could have caused injury)
- Unsafe behaviour or practices

### How to report (Digital First)

Staff can report WHS issues by:

- Emailing the owner/manager
- Entering details into the shared **WHS Register (Google Doc)**

Verbal reports should be followed up digitally where possible.

### What to include in a report

- Date and time
  - Location
  - Description of what happened or what was observed
  - Any injury or potential injury
  - Suggested fix (if known)
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## 14. WHS Registers Maintained by the Business

The business will maintain the following WHS registers digitally:

### Hazard Register

Records identified hazards and actions taken to control them.

### Incident & Injury Register

Records all incidents, injuries, and near misses.

### Equipment & Maintenance Register

Records servicing and repairs of machinery, knives, and equipment.

## **Training & Induction Register**

Records WHS training, inductions, and competency sign-offs.

Registers will be reviewed regularly and updated as required.

All registers in one shared folder titled “**Mornington Butchery – WHS & Safety**”.

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## **15. No Disadvantage for Reporting**

Staff will **not be disadvantaged** for reporting WHS issues or raising safety concerns.

Reporting hazards is encouraged and supported.

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## **16. Policy Updates**

These policies may be updated from time to time. Staff will be advised of changes.