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## Overview

This standard is about the skills and knowledge needed for you to co-ordinate the recruitment and activities of temporary workers in a food and drink business.

The use of temporary and agency workers in the food and drink industry is widespread and important in allowing flexible production levels and reflecting the often seasonal nature of food and drink production.

You will need the skills and knowledge to develop a recruitment plan and adhere to the regulatory and organisational requirements relating to the use of temporary workers. You will also need the skills and knowledge to monitor the use of temporary workers and review their use in the future in the food and drink business.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in co-ordinating the recruitment and activities of temporary workers in a food and drink business.

## Performance criteria

*You must be able to:*

### **Prepare to recruit temporary workers**

1. identify and agree the need for temporary workers
2. develop a recruitment plan to meet the needs of the food and drink business
3. discuss and determine the skills, knowledge, understanding, experience and eligibility required of the temporary workers
4. agree procedures for the selection, placement, training and management of temporary workers

### **Recruit temporary workers**

5. contribute to the recruitment of temporary workers
6. check the registration of temporary workers adheres to regulatory and food and drink business requirements
7. carry out induction and training of temporary workers to food and drink business requirements
8. communicate with temporary workers, ensuring the objectives of the role are clearly understood and address any issues raised

### **Review and monitor the use of temporary workers**

9. liaise with relevant people to monitor the current use of temporary workers within the food and drink business
10. review the future needs of the business with respect to the use of temporary workers
11. address problems arising from the use of temporary workers in a food and drink business
12. evaluate the processes by which temporary workers are recruited and managed and feed back to relevant people

## Knowledge and understanding

*You need to know and understand:*

1. the regulatory and organisational requirements relating to the recruitment and use of temporary workers in a food and drink business
2. the employment rights of temporary workers and your organisation's obligations in meeting them
3. how to evaluate the need for temporary workers in a food and drink business
4. how to develop a recruitment plan for the use of temporary workers
5. why it is important to determine the skills, knowledge, understanding, experience and eligibility of temporary workers
6. the organisational procedures to be adhered to when carrying out the selection, registration, induction, placement, training and management of temporary workers
7. the challenges and benefits of using contract agencies to supply temporary workers
8. methods of communication and information technology available within your food and drink business and how to make best use of them
9. how to monitor the use of temporary workers and their impact on quality, compliance and productivity in the food and drink business
10. how to review the future needs of the business with respect to the use of temporary workers
11. the organisational procedures for providing and receiving feedback and how to do this
12. why it is important to evaluate the recruitment and management of temporary workers and how to do this

IMPMPR307

Co-ordinate the recruitment and activities of temporary workers in a food and drink business



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