



Literacy and numeracy on the job:

# Textile Operator (Yarn Production)

## Overview of tasks for textile operator

- Produce yarn according to batch sheet instructions
- Follow yarn processing standards and regulations
- Work as part of a team
- Communicate with a range of factory personnel
- Identify and rectify quality issues
- Complete forms and documentation
- Work safely using heavy machinery in a noisy environment



## Reading

### **Every day, textile operators read:**

- brief notes and instructions (e.g. work orders, batch sheets, machine downtime forms)
- labels on yarn, fibre and machinery
- signage (e.g. health and safety, hazards)
- dials and gauges on equipment and machinery

### **On a fairly regular basis, textile operators read:**

- detailed documents to get information (e.g. first aid, health and safety, standard operating procedures)
- graphs and charts (e.g. production graphs and schedules, performance measures)

### **Occasionally, textile operators read:**

- employment documentation
- complex instructions and manuals (e.g. technical and maintenance manuals, machine specifications)
- training and assessment material

## Writing

### **Every day, textile operators:**

- enter data via electronic key pad
- fill in machine downtime forms and daily spool weight records

### **On a fairly regular basis, textile operators:**

- write short notes (e.g. machine problems, information for next shift)
- fill in employment related forms

### **Occasionally, textile operators:**

- complete accident, incident and hazard reporting forms
- complete corrective action or process improvement reports
- complete training workbooks and assessments
- sign off employment related forms (e.g. health and safety, induction)

## Speaking and listening

### **Every day, textile operators:**

- listen to oral instructions and explanations
- ask clarifying questions to check that they have the right information
- co-ordinate work with other staff
- communicate using non verbal language in a noisy environment

### **On a fairly regular basis, textile operators:**

- report to charge hands or supervisors about machine or process problems
- verbally report incidents, accidents, near misses and hazards
- request assistance from, or give instructions to, co-workers

### **Occasionally, textile operators:**

- listen to presentations from company management and others
- listen to and participate in training sessions and discussions
- answer oral assessment questions

## Numeracy

### **Every day, textile operators:**

- count supplies, bales, tubes, cones and hanks
- weigh and measure product
- measure time using 12 and 24 hour clocks

### **On a fairly regular basis, textile operators:**

- check their pay is correct
- work within set tolerances of yarn tension and weight
- estimate a yarn Tex check

### **Occasionally, textile operators:**

- perform basic calculations (can be accurate and estimated)

## Critical thinking

### **Every day, textile operators have to decide how to:**

- complete their work without injuring themselves and others or damaging equipment
- plan and complete tasks in the right order for efficient work flow
- accurately sort materials

### **On a fairly regular basis, textile operators have to decide how to:**

- proceed if product is not to standard or specification
- identify health and safety hazards
- quickly and accurately identify and report problems

### **Occasionally, textile operators have to decide how to:**

- deal with contingencies
- develop solutions to work issues and problems

**Apparel and Textile Industry Training Organisation** 295a Durham Street North, PO Box 13210, Christchurch 8141  
Phone: (03) 377 8443 Email: [training@atito.org.nz](mailto:training@atito.org.nz) [www.atito.org.nz](http://www.atito.org.nz)

**Workbase: the New Zealand Centre for Workforce Literacy Development** 2 Vermont St, Ponsonby, Auckland,  
PO Box 56571, Dominion Road, Auckland, New Zealand. Phone: 09 361 3800 Fax: 09 376 3700 [www.workbase.org.nz](http://www.workbase.org.nz)