

# Position Description Plant Operator - Nutritionals

**Title:**

Plant Operator - Nutritionals

**Company:**

Tatua Co-operative Dairy Company Limited

**Purpose of role:**

To operate the plant and associated equipment at the optimum running conditions at all times.

**Reporting Relationships:****Reports to:**

Supervisor

**Direct reports:**

None

**Key Relationships:**

Other Operators

Development, laboratory and other support staff

**Personal Qualities****Competency****Behaviour**

Competency	Behaviour
Team Building	<ul style="list-style-type: none"><li>• Work collaboratively with team members and internal and external stakeholders to accomplish organisational goals</li><li>• Empathy, listening skills and ability to use appropriate interpersonal skills. Builds appropriate rapport.</li><li>• Use diplomacy and tact.</li><li>• Be able to work a reasonable amount of overtime as required ( 200 hrs per year is seen as reasonable )</li></ul>
Written and Verbal Communication	<ul style="list-style-type: none"><li>• Be able to communicate clearly and succinctly in a variety of communication settings and styles and to a variety of audiences.</li><li>• Get the right messages across that have the desired effect on shift change</li></ul>
Working Autonomously	<ul style="list-style-type: none"><li>• In most situations be able to perform to expected standards with little support / guidance.</li><li>• Be independent, and a self-starter.</li><li>• Anticipate work to be done without having to be told. Identify the work is the right work and complete in the correct way.</li></ul>
Planning	<ul style="list-style-type: none"><li>• Sets daily objectives and goals.</li><li>• Anticipate and adjust for problems and roadblocks to ensure goals are met.</li><li>• Planning your breaks with your supervisor</li></ul>

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## Authorities:

- To stop the plant if there is an acknowledged safety issue.
- To modify process parameters to meet target parameters.

## Key Result Areas:

KRAs:	Measures:
<b>Product Quality</b>	<p><b>Ensure operating staff achieve Quality Code 1 for all product specifications and maintain manufacturing environments in an optimal hygienic condition to ensure product quality or safety are not placed at risk.</b></p> <p><i>This means:</i></p> <ol style="list-style-type: none"> <li>1. <i>Following standard operating procedures.</i></li> <li>2. <i>Participating in regular plant inspections and organising and following up work requests for any deficiencies identified.</i></li> </ol>
<b>Health &amp; Safety</b>	<p><b>Continue to implement and promote Tatua Health &amp; Safety principles such as workplace 'Hazard Identification &amp; Control' to ensure all work is carried out in a safe manner, complies with company best practice &amp; is legally compliant.</b></p> <p><i>This means:</i></p> <ol style="list-style-type: none"> <li>1. <i>Participate in work place inspections, job safety &amp; job behavioural analysis, accident &amp; incident investigations, permit to work</i></li> </ol>
<b>Troubleshooting &amp; Nonconformity (Including customer complaints).</b>	<p><b>Facilitate processing &amp; product problem solving to ensure issues are resolved so that they do not reoccur.</b></p> <p><i>This means:</i></p> <ol style="list-style-type: none"> <li>1. <i>Review NCR's with supervisor. Assist with 'Root Cause Analysis' and investigations.</i></li> <li>2. <i>Help find solutions for plant reliability and product quality issues and follow through to completion.</i></li> </ol>
<b>Lean Manufacturing</b>	<p><b>Continue to reduce 'waste activities' in the manufacturing areas by initiating Lean Principles.</b></p> <p><i>This means:</i></p> <ol style="list-style-type: none"> <li>1. <i>Minimise plant turnaround times.</i></li> <li>2. <i>Identify potential process improvements.</i></li> <li>3. <i>Minimise product for rework when changing to different product specifications.</i></li> <li>4. <i>Come up with suggestions to improve workplace efficiency and ease of operation.</i></li> <li>5. <i>Demonstrating continuous improvement</i></li> </ol>

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KRAs:	Measures:
<b>Preventative Maintenance</b>	<p>Organise and schedule maintenance to allow optimal processing plant performance with minimal downtime.</p> <p><i>This means:</i></p> <ol style="list-style-type: none"> <li>1. <i>Identifying reasons why some parts of the plant cause a number of breakdowns.</i></li> <li>2. <i>Plan in advance with supervisor, and arrange with Engineering and Electrical services the best time to complete plant maintenance.</i></li> </ol>

- To operate the plant to the highest possible efficiencies while meeting the required specification at all times.
- To follow the designated operating procedures without deviation.
- To take samples as required.
- To fill out all appropriate documentation accurately and at the required time.
- To maintain a high level of hygiene of self and the work area.
- To follow designated cleaning procedures ensuring plant is clean before starting product.
- To inform Management of any abnormalities in running conditions without delay.
- Be aware of and eliminate all product losses immediately.
- Operate forklift for supply of raw materials or other duties.
- Prepare chemical formulations accurately as appropriate, complying with safety standards as advised.
- Assist in the development of procedures manuals.
- Working in a range of environments including but not restricted to walk in freezers/chillers, hot or humid situations or dry and dusty areas including tipping of powder products.
- Other duties as directed by the Supervisors.
- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly

**EMPLOYEE SIGNATURE .....**

**DATE .....**

**MANAGER SIGNATURE .....**

**DATE .....**

**This Position Description is a working document subject to review and change as required by Management**

Know-How		Problem Solving			Accountability		Total Points	Profile
Slot	Pts	Slot	(%)	Pts	Slot	Pts		
			( )					

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