

Position Description Grading Technician

Title:

Grading Technician

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

Provide accurate and timely results for routine and non routine testing. Perform grading of final product and maintenance of product specifications.

Reporting Relationships:

Reports to:

Laboratory Grading Supervisor

Direct Reports:

None

Key Relationships:

Other laboratory staff, Marketing staff, Development/Food Technologists, Plant Supervisors and Managers, Technical Support and Compliance staff.

Authorities & Financial Responsibilities:

None

Key Result Areas (KRAs):

KRAs:	Measures:
Routine testing and calibration	All results, calibrations and other such duties are performed and reported in a way that ensures accuracy and traceability. Tasks are completed in a timely manner.
Final product grading	Final product grading is performed accurately and within the required timeframe.
Reporting	Reports all non-conforming product results to relevant personnel as soon as practicable. Provide marketing support documentation accurately and in a timely manner. Complete reports/summaries as requested. This requires liaising with other departments on site and external contacts.
Product Specifications	Updates to specifications are made accurately and within the timeframe required. The differences between versions of specifications are traceable.

Position Description Grading Technician

Problem Solving	Notify Supervisors/Managers of problems and assist, where possible, in rectifying these. This includes assisting with NCR investigations.
Health & Safety	Undertake all work in a safe manner and follow all company and workplace health and safety procedures. Identify new hazards and advise manager or workplace H&S representative/ co-ordinator within 24 hours of identification (or earlier if required). Accurately report incidents and accidents to manager or workplace H&S representative/ co-ordinator as soon as possible.

General:

- 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

Key Skills / Knowledge / Experience Required:

- Exceptional attention to detail
- Able to priorities work efficiently and react appropriately to changing priorities
- Ability to complete tasks within deadlines
- Basic computer skills
- Work accurately with numbers
- Excellent verbal and written communication skills
- An understanding of laboratory test results
- Customer focused

Essential Qualifications Required:

- None

Desirable Qualifications:

- Tertiary science qualification, preferably Food Science

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE

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

Position Description Grading Technician

Office Use Only

<i>Know-How</i>		<i>Problem Solving</i>			<i>Accountability</i>		<i>Total Points</i>	<i>Profile</i>
<i>Slot</i>	<i>Pts</i>	<i>Slot</i>	<i>(%)</i>	<i>Pts</i>	<i>Slot</i>	<i>Pts</i>		
			()					

