

Position Description

Process/Packing Operator

Title:

Process/Packing Operator

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

- Primary objective is to ensure safe and efficient adherence to work instructions, procedures and specifications as documented in the appropriate manuals.
- To operate the packing and processing equipment in an efficient, safe and hygienic manner.

Reporting Relationships:**Reports to:**

Plant Manager / Production Supervisor

Direct Reports:

None

Key Relationships:

All Foods Production & Packing Staff

Authorities & Financial Responsibilities:

- Must seek authorisation for any changes from specified work instructions.
- Stop processing plant/packing line in the event of a quality or safety issue.

Key Result Areas (KRAs):

KRAs:	Measures:
QUALITY	<ul style="list-style-type: none">• To adhere to the Foods procedures and work instructions documented in the Foods Procedures Manuals.• To ensure final product quality standards are maintained.
COMPLIANCE	<ul style="list-style-type: none">• To maintain a high standard of housekeeping in the packing/processing plant and other associated workstations.• To ensure all processing log sheets are recorded correctly and on a timely basis.• To ensure all equipment and associated work stations are serviced and maintained on a timely basis.• To promote staff health and safety.

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GENERAL	<ul style="list-style-type: none"> To carry out other duties as directed by the Plant Manager / Production Supervisor.
HEALTH & SAFETY	<ul style="list-style-type: none"> 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:

- Physically fit
- Positive attitude
- Good team player
- Flexible/adaptable
- Attention to Details
- Perseverance
- Commitment and Self Motivation
- Ability to work unsupervised
- Mechanical aptitude/Practical Approach
- Planning & Organisation Skills
- Problem solving

Essential Qualifications Required:

- None

Desirable Qualifications/Experience:

- Food manufacturing experience e.g. food safety and quality systems
- Forklift licence
- Knowledge of food manufacturing operations and equipment particularly dairy
- Diploma in Dairy Technology

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

Office Use Only

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