

Position Description Temporary Tipper

Title:

Temporary Tipper

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

- Tipping of all raw materials and cleaning. Documentation and CIPs
- To maintain a highly motivated and positive attitude.
- To achieve and maintain a high level of personal and plant hygiene.

Reporting Relationships:

Reports to:
Plant Manager

Direct Reports:
None

Key Relationships:
Control room staff, Packing staff, Other Departments

Authorities & Financial Responsibilities:

None

Key Result Areas (KRAs):

KRAs:	Measures:
Compliance & Quality Control	<ul style="list-style-type: none">• Tipping of raw materials and completion of required documentation• Setting up for product and CIP• To assist in packing when required.• To follow designated cleaning procedures to ensure the plants are clean.• To follow the designated operating procedures without deviation.• To fill out all appropriate documentation accurately and at the required time.• To communicate effectively with the supervisor and other operators on problems, events that have taken place.• To follow safe work practices at all times communicating any hazards to the supervisor.• To follow the staff code of conduct and practice.• Other duties as directed by the Supervisors
Stock Loss	<ul style="list-style-type: none">• To be aware and eliminate all sources of product losses.
Housekeeping & Hygiene	<ul style="list-style-type: none">• To maintain a high level of hygiene in the work area.• To follow designated cleaning procedures ensuring plants are clean before starting product.• Cleaning checklists are done in timely manner as specified in Procedure manual.

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Other	<ul style="list-style-type: none"> To carry out other duties as designated by the Supervisors, Plant Manager or Manufacturing Managers.
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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
- This position will require the working of overtime at times. Notice of which will be given.

Key Skills / Knowledge / Experience Required:

- Positive attitude
- Willing to learn
- Ability to work in a team
- Physically fit
- Good record keeping skills
- Mechanical ability

Essential Qualifications Required:

- None

Desirable Qualifications:

- None

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE

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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