

Title:

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**

Team Building	• Work collaboratively with team members and internal and external stakeholders to accomplish organisational goals • Empathy, listening skills and ability to use appropriate interpersonal skills. Builds appropriate rapport. • Use diplomacy and tact. • Be able to work a reasonable amount of overtime as required (200 hrs per year is seen as reasonable)
Written and Verbal Communication	• Be able to communicate clearly and succinctly in a variety of communication settings and styles and to a variety of audiences. • Get the right messages across that have the desired effect on shift change
Working Autonomously	• In most situations be able to perform to expected standards with little support / guidance. • Be independent, and a self-starter. • Anticipate work to be done without having to be told. Identify the work is the right work and complete in the correct way.
Planning	• Sets daily objectives and goals. • Anticipate and adjust for problems and roadblocks to ensure goals are met. • Planning your breaks with your supervisor

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:
Product Quality	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. <i>This means:</i> 1. Following standard operating procedures. 2. Participating in regular plant inspections and organising and following up work requests for any deficiencies identified.
Health & Safety	Continue to implement and promote Tatua Health & Safety principles such as workplace 'Hazard Identification & Control' to ensure all work is carried out in a safe manner, complies with company best practice & is legally compliant. <i>This means:</i> 1. Participate in work place inspections, job safety & job behavioural analysis, accident & incident investigations, permit to work
Troubleshooting & Nonconformity (Including customer complaints).	Facilitate processing & product problem solving to ensure issues are resolved so that they do not reoccur. <i>This means:</i> 1. Review NCR's with supervisor. Assist with 'Root Cause Analysis' and investigations. 2. Help find solutions for plant reliability and product quality issues and follow through to completion.
Lean Manufacturing	Continue to reduce 'waste activities' in the manufacturing areas by initiating Lean Principles. <i>This means:</i> 1. Minimise plant turnaround times. 2. Identify potential process improvements. 3. Minimise product for rework when changing to different product specifications. 4. Come up with suggestions to improve workplace efficiency and ease of operation. 5. Demonstrating continuous improvement

Position Description Operator - Nutritionals

KRAs:	Measures:
Preventative Maintenance	Organise and schedule maintenance to allow optimal processing plant performance with minimal downtime. <i>This means:</i> 1. Identifying reasons why some parts of the plant cause a number of breakdowns. 2. Plan in advance with supervisor, and arrange with Engineering and Electrical services the best time to complete plant maintenance.

- 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		
			()					

Office Use Only



The TATUA Co-operative
Dairy Company Limited ©