

# Position Description Packing Operator

**Title:**

Packing Operator

**Company:**

The Tatura Co-operative Dairy Company Limited

**Purpose of Role:**

- To always pack product to the required standard.
- To maintain a highly motivated and positive attitude.
- To achieve and maintain a high level of personal and plant hygiene.
- To achieve the highest possible yield.

**Reporting Relationships:**

**Reports to:**

Packing Room Supervisor (or Charge Hand)

**Direct Reports:**

None

**Key Relationships:**

Other Packing Room Staff, Other Departments

**Authorities & Financial Responsibilities:**

None

**Key Result Areas (KRAs):**

<b>KRAs:</b>	<b>Measures:</b>
<b>Compliance &amp; Quality Control</b>	<ul style="list-style-type: none"><li>• To follow the designated operating procedures without deviation.</li><li>• To take samples as required.</li><li>• To fill out all appropriate documentation accurately and at the required time.</li><li>• To communicate effectively with the supervisor and other packing staff on problems and events that have taken place.</li><li>• To always follow safe work practices communicating any hazards to the supervisor.</li><li>• To follow the staff code of conduct and practice.</li><li>• To complete Checklists and sign.</li><li>• Packing staff have the authority to stop packing to ensure that product quality procedures are maintained.</li></ul>
<b>Stock Loss</b>	<ul style="list-style-type: none"><li>• To be aware and eliminate all sources of product losses.</li></ul>
<b>Housekeeping &amp; Hygiene</b>	<ul style="list-style-type: none"><li>• To maintain a high level of hygiene in the work area.</li><li>• To follow designated cleaning procedures ensuring plants are clean before starting packing.</li><li>• Cleaning checklists are done in timely manner as specified in Procedure manual.</li></ul>

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<b>Other</b>	<ul style="list-style-type: none"> <li>To carry out other duties as designated by the Packing Room Supervisor, Plant Manager or charge hand.</li> </ul>
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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 working 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

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

*Office Use Only*

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