

Job Profile

Production Operative

REPORTING INTO:	Production Team Leader / Production Manager
DEPARTMENT:	Production
LOCATION:	Enfield Site

ROLE OBJECTIVE/PURPOSE

- To ensure that the safety, quality and legality of the products are achieved and maintained to the highest standards at all times.
- To assist Team Leaders in ensuring the smooth running of the day – to – day operations in order to meet business / department needs and targets.
- To maintain product safety and quality standards.

KEY RESPONSIBILITIES:

- Under the guidance of the Team Leader / production manager, ensure that each product specification is followed and any anomalies are reported immediately
- To adhere to rules and regulations and good practices with regard to health and safety, food hygiene and quality standards.
- To ensure that any production targets set by the Team Leader / Production manager are met; or if this is not possible, shortfalls are reported to the relevant person in a timely manner
- To maintain a high quality finished product standard focusing on packaged presentation and pack seal integrity.
- To maintain a clean and tidy area (work, changing room, canteen etc), meeting both safety and hygiene regulations of the site
- To wear the appropriate Personal Protective Equipment at all times within the Production Area
- Carry out training commensurate with the area including regular refresher/update training as and when required
- To report any equipment defects immediately to the Team Leader / Production manager
- To behave in a safe and appropriate manner at all times
- To assist during internal/ external audits as required
- Adhere to all Company Rules and Policies and fully comply with all health and safety requirements
- To maintain high levels of work performance including attendance, timekeeping etc.

COMPANY INITIATIVES AND COMPLIANCE

- To comply with all legal and statutory obligations applicable to the role.

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- Support Company Initiatives and demonstrate Company Values at all times.
- Carry out any other reasonable tasks as required by the Company.
- Take responsibility for the Health and Safety of yourself and others whilst at work and to comply with the Company's policies and legislation.
- All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Qualifications

- 1 year's experience in a food related background preferred.
- Food safety course.
- Manual handling

Specific knowledge, experience & skills

- Food manufacturing experience preferred.
- BRC systems experience preferred.
- Self motivated, proactive and resilient.
- Good attention to detail with organisational skills.
- Good communication skills.

Other Information

- Occasional travel to other Company sites to provide support.

This is a description of the role as it is presently constituted and is a summary of the main duties but is not exhaustive. It may be reviewed and/or updated regularly in discussion with the post holder or as organisational focus/needs change.