



Job Description: Production Operative

<p>Role Purpose: Proactively support the manufacturing of goods in a safe manner, being accountable for all aspects of raw materials, equipment, maintenance and safe operation of tasks assigned to.</p>			
<p>Key Responsibilities</p> <ul style="list-style-type: none"> To act as a professional and trusted operative to the Advanced Operatives & First Line Managers in all production and packing / distribution matters relating to the relevant tasks. Regular constructive engagement with, and co-ordination of, the broader teams (other sites, HSE Depts) to facilitate the local delivery of production goals. <p>Safety</p> <ul style="list-style-type: none"> To act as a role model for safety behaviours on site and be able to deliver quantifiable results in reporting safety issues, health issues and deal with these proactively. Liaise with the Management on site for any safety reasonable requests. Responsible for own health and safety in area in line with company procedures from handbooks, signage, induction, notifications and training documentation. Reporting any safety, health or environmental incidents without delay to Line Manager. Responsible for ensuring area complies with high safety standards and takes active participation in health, safety and environmental audits. <p>Hygiene</p> <ul style="list-style-type: none"> Responsible for championing clean as you go practices and good manufacturing practices in the area you are responsible for. Responsible for ensuring machinery hygiene checks are completed in line with company protocol. Reporting hygiene defects promptly to the Hygiene Department and Line Manager. Responsible for ensuring area complies with high hygiene standards and takes active participation in hygiene and food safety audits. <p>Quality</p> <ul style="list-style-type: none"> Responsible for championing a positive food safety & quality culture in the area you are responsible for. Reporting food safety critical defects promptly to AO / Line Manager. Responsible for the active food safety and quality improvement of the line, produce produced and the team's outputs in the tasks in which you operate. Responsible for ensuring task paperwork is completed in line with quality and food safety procedures. Responsible for ensuring area complies with high food safety and quality standards. <p>Cost</p> <ul style="list-style-type: none"> Ensure tasks achieves the requires performance in line with safety and quality parameters. 	<p>Key measures of success</p> <ul style="list-style-type: none"> Management feedback Utilisation of MI Audit scores HSE / Environmental audits. Insurance audits. Customer complaints 	<p>Experience and skills required</p> <ul style="list-style-type: none"> Level 2 Food Hygiene (or equivalent) Efficient in delivering objectives and key measures. A personal commitment to role model behaviours. 	<p>Competencies</p> <ul style="list-style-type: none"> Diligence Self confidence Communication skills Drive Inspire Challenging Integrity
<p>Role dimensions: Typical Cluster = £100-£200m turnover, 500-1000 employees plus 100-500 agency</p>			

SIGNED: _____ PRINT NAME _____ DATE: _____