



**Job title**  
**Effective date**

Outline Post Description
Factory Operator
October 2016

**Principal purpose of the role:**

○ Using equipment and machinery to assist with manufacture and package food products
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**Main accountabilities:**

1	Follow Standard Operating Procedures and risk assessments for equipment and machinery
2	To follow without deviation, food safety training and standards set.
3	To follow company recipe's without deviation unless authorised by a manager in writing, to do so.
4	Operating factory equipment and machinery
5	Setting up equipment, carrying out changeovers, running checks, act in response to process deviations including shutting down machines
6	Packing / Unpacking of product as well as other in process tasks such as lidding.
7	Manual handling of raw materials and /or finished products
8	Cleaning & maintaining work area
9	Reporting machine difficulties and provide information to determine corrective action
10	To take reasonable care of their own and other people's health and safety.
11	To inform line manager, or health and safety representative, if they think the work or inadequate controls are putting anyone's health and safety at risk.
12	To co-operate with manager on all aspects of health, safety and the environment.

**Characteristics**

- Reliable attendance and timekeeping
- Able to work quickly and accurately
- Good level of numeracy and literacy skills
- Good manual dexterity
- Good teamworking skills
- Awareness of Health & Safety
- Willingness to work flexibly
- Able to follow instructions
- Able to concentrate whilst doing repetitive tasks
- Able to work quickly and methodically