



Job title
Effective date

Outline Job Description	
	Mixing / Batching Operator - Colchester
	October 2022

Main purpose of the role:

o Identify and ensure the correct materials are being weighed for production.
o To operate to HACCP and GMP principles at all times.
o Working with due care and diligence across all areas of the process.

Main accountabilities:

1	Weigh and inspect ingredients into bags and buckets as per recipe instruction.
2	Place batched ingredients onto shelves ready for production.
3	Able to work quickly and accurately.
4	Able to recognise Oracle and Lot numbers.
5	Ability to follow recipe instructions and methods ensuring correct recipes are used at all times.
6	Ensure materials are of acceptable quality before use.
7	Reject and report sub-standard or contaminated material to Production Shift Supervisor.
8	Control the amount of batches made up, to avoid waste.
9	Complete ingredient traceability sheet.
10	Ensure product is acceptable before release to packaging process.
11	Wash equipment between products or at the end of run.
12	<p><u>Company Policies and Procedures</u></p> <ul style="list-style-type: none"> Ensure that the company message and thinking is communicated to your colleagues Ensure you and your team comply with the Quality, Health & Safety and Human Resource Policies and Procedures <p><u>Food safety, Legality & Quality</u></p> <ul style="list-style-type: none"> Ensure that all staff are suitably trained and where necessary make recommendations to your Direct Line Manager Ensure all new employees are inducted into the Company following appropriate procedure. Ensure that all Food Safety, quality and legality procedures and processes are followed <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> Ensure that the area in which you are working is safe for yourself and others who may be working nearby and that you comply with your responsibilities in accordance with the Company Health and Safety Policy. Report any accidents/near misses immediately to the Health and Safety Advisor or your Direct Line Manager. Maintain good housekeeping within your work area Ensure the welfare of employees under your control.

Role Reports to: Production Shift Supervisor

Knowledge, Skills and Experience required :

1. Basic Food Hygiene Certificate
2. H.A.C.C.P. awareness.
3. Able to work as part of a Team.
4. Able to use own initiative and work without supervision.
5. Good Level of Mathematics and English.
6. A methodical and thorough approach to work.
7. Good communication skills.
8. The ability to follow written and verbal instructions.
9. Attention to details.
10. Knowledge of implementing continuous improvement / development in self and others.
11. The ability to undertake other tasks willingly and efficiently that may be assigned to them.

Holder

Line Manager