



Job title
Effective date

Outline Post Description	
	Pacakging Operative - Burntwood
	ASAP

Principal purpose of the role:

○ To monitor the automated equipment ensuring the process is running correctly
○ To maintain efficient running off all production lines
○ To pack bottles of labelled product to correct specification.
○ To visually inspect bottles for defects. To remove defects from the production line and to stop the production line if necessary.

Main accountabilities:

1	To check the integrity of the materials and finished product. Visually checking the date coding is correct and legible, the label alignment is to the correct standard and the correct tray / cap / labels etc are being used.
2	To work quickly and accurately to maintain throughput.
3	Alert the supervisor, line leader or engineering of any defects.
4	Reject and report all sub standard and contaminated containers.
5	Report machine difficulties or failures, to assist in providing relevant information that leads to correction.
6	Adhere to Standard Operating Procedures and risk assessments that are associated with the task.
7	Ensure all line documentation is properly completed and returned to the office
8	Operate factory equipment and machinery once training has been completed and signed off.
9	Keep area clean and tidy by adopting a "Clean As You Go" policy.
10	Comply with Health & Safety practices. Reporting any issues when they happen.
11	To co-operate with the Production Shift Supervisor
12	Ability to train new operators.
13	Ensure waste is kept to a minimum and steps are taken to reduce further
14	<p><u>Company Policies and Procedures</u></p> <ul style="list-style-type: none"> • Ensure your awareness and implementation of and compliance with the Quality, Health & Safety and Human Resource Policies and Procedures, with any doubts being raised with your Direct Line Manager. <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.

Knowledge, Skills and Experience required :

- Reliable attendance and timekeeping
- Basic Food Hygiene Certificate
- H.A.C.C.P. awareness.
- Good teamworking skills
- Able to work quickly and accurately
- Good level of numeracy and literacy skills
- Physically fit for manual handling and lifting activities
- Willingness to work flexibly
- Ability to follow instructions either verbal or written
- Good attention to detail
- A general understanding of health and safety practices
- Able to concentrate whilst doing repetitive tasks
- Good communication skills
- A methodical and thorough approach to work.