

ROLE PROFILE

Role Title	Miller
Reports to	Head of Operations
Location	Milverton
Department	Operations
Purpose of the role	<ul style="list-style-type: none"> Operating milling machinery to process and mill bulk quantities of herbs and spices according to bespoke customer requirements
Key internal contacts	<ul style="list-style-type: none"> Sales Warehouse Operations. Planning and Stock Control Purchasing Quality
Key external contacts	<ul style="list-style-type: none"> Courier & Transport Companies Suppliers
Key responsibilities	<ul style="list-style-type: none"> Operating specialist production machinery Measuring raw materials in preparation for production Monitoring the production process Informing supervisors of production issues including faulty machinery Adhering to relevant health and safety legislation whilst operating machinery and handling products Adhering to operations procedures and production timelines Manual handling of stock including lifting and moving. This may involve using specialist lifting equipment and forklift trucks. Cleaning of machinery and other parts of the production space and general warehouse areas Maintaining work areas and equipment Use of internal stock control systems Receipt of stock via hauliers Performing quality assurance and testing checks Completing mandatory training to comply with hygiene standards, health and safety and internal processes
Knowledge and experience	<ul style="list-style-type: none"> Good standard of numeracy and literacy Previous experience of operating machinery working in a manufacturing and/or production environment Driving licence
Skills	<ul style="list-style-type: none"> Good physical strength and dexterity with the ability to regularly lift loads of up to 25kg Excellent attention to detail and organisational skills Ability to keep accurate records relating to batch numbers and processing in a timely fashion IT skills including Microsoft Office and ideally Sage 200 Self-motivated with the ability to work independently 'Can do' attitude, responds well to change

- Good time management with the ability to meet deadlines
- Proactive and customer-focused team player
- Commitment to following Health & Safety and certification standards

Contract type	Permanent
Hours of work	36.5 hours per week
Probationary period	3 months
Notice period	1 month
Annual leave	25 days
Pension	Contributory Pension after 3 months
Reviewed by	Angelo Nunes and HR, July 2024

Please sign below in acceptance that the above job description is a true reflection of your role:

Print Name:	_____
Signature:	_____
Date:	_____

Line manager's signature as acceptance that the above job description is a true reflection of this role:

Print Name:	_____
Signature:	_____
Date:	_____