

ROLE PROFILE

Role Title	Production Operative
Reports to	Head of Operations
Location	Milverton and occasionally Wellington
Department	Operations
Purpose of the role	<ul style="list-style-type: none"> Operating specialist machinery working with raw materials to produce finished products whilst upholding health and safety, organic and food certification standards. To contribute to the efficient running of the Operations team by supporting activities such as quality assurance, record keeping and labelling.
Key internal contacts	<ul style="list-style-type: none"> The Operations team Sales team Quality team
Key external contacts	<ul style="list-style-type: none"> Hauliers and courier companies Sub-contractors
Job description	<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 <p><i>This Job Description is not an exhaustive list of duties; but is intended as a general indication of the range of work undertaken and will vary in accordance with the changing demands of the business.</i></p>
Preferred knowledge and experience	<ul style="list-style-type: none"> Good standard of numeracy and literacy Previous experience of working in a manufacturing and/or production environment Driving licence
Qualities and attitude	<ul style="list-style-type: none"> Honest and reliable Good physical strength and dexterity with the ability to regularly lift loads of up to 25kg Strong attention to detail with the ability to follow instruction and perform repetitive tasks with accuracy The physical capability to operate specialist machinery and work at height The ability to work effectively as part of a team to meet production goals and deadlines The ability to embrace the health and safety and food culture of the business, following safety protocols and maintain an organised working environment

- A 'can do' attitude

Hours of work	36.5 hours per week
Date reviewed	February 2024

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

Print Name: _____

Signature: _____

Date: _____