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| Reference No | Version | Document Title | Date Created / Amended | Replaces | Issued By | Authorised By |
| HRF17 | V1 | Role Profile –Machine Minder | 14/03/2019 | This is the original document | M T STEELE | K REID |

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| **Role Profile and Person Specification** | | | | | | | | | | |
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| **Job title:** | Machine Minder | | | | | **Location(s):** | Inchture | | | |
| **Reports to:** | Line Leader | | | **Function:** | | Produce | **Grade:** | | | S00 |
| **Leader of:** | n/a | | | | | | **Hay Level** | | | 6 |
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| **Position Summary** | | | | | | | | | | |
| **Key duties - briefly outline the main focus areas for this role:** | | | | | | | | | | |
| * **Follow Health and Safety Policy at all times knowing all responsibilities, promoting a Health and Safety safe culture by ensuring all procedures, risk assessments and SSOW’S are followed at all times.** * To work to trained SOP’s and SSOW’s in a clean, safe environment at all times. Monitor work area to ensure the workplace is safe and all machinery is maintained to a high standard of cleanliness. * Share responsibility for the implementation and maintenance to the requirements of SOP’s,SSOW’s and externally verified standards. * Ensure all daily machine safety checks are completed in line with the trained SOP’s, SSOW’s and PPM (Planned Preventative Maintenance) schedule. * To constantly monitor and record packs per Minute (PPM) on machines. Always look at controlling the yield by keeping the overweight to a minimum ensuring the average is constant and within the limit, whilst avoiding underweight issues. * Ensure product changeovers are performed with minimal downtime but in a safe and accurate manner. * Liaise with Line Leaders in a clear and concise manner. Ensure that machines are set up in time for the next job ensuring prompt changeovers whilst avoiding high downtime. * Report to the Line Leader and Engineer any machine run rate issues that are having a detrimental effect on safety or productivity as soon as the issues are discovered. * Liaise with packaging to ensure that all labels, packaging and film is on the line and ready to use in good time before job is ready, avoiding downtime and loss in productivity due to machine or packaging issues. All packaging issued for a production run must be verified, signed by QA Inspector and samples retained to an appropriate traceablity sheet * Immediately report underweights and causations to Line Leader and Engineering team. * Ensure that any product produced is verified against the Matrix ensuring film, label, product detail information is accurate.All pre-set machine weights are confirmed to comply with the guidelines as set by the Technical department and trained SOP’s for each respective product. * Maintain a ‘clean as you go’ policy at all times. * To ensure the best interests of the Company are always maintained. * To optimise the use of company resources and comply with the Company policy and procedures. * To ensure that the Company Values are followed at all times. | | | | | | | | | | |
| **Location specific duties:**  **Graded Produce Labels**   * Communicate with Grader Team regarding traceability of graded stock * Responsible for recording weights of boxes and following traceability of produce * Ensure each box is correctly labelled with variety, job number, grower name, grade/ size and county of origin (labels produced from computer) * Ensure all paperwork is complete and returned to intake manager at the end of each shift   **Inchture Admin**   * Maintain Daily name sheets * Highlight any RTW’S to Shift Leaders * Open and close runs on Prophet * Check line sheets for downtime against actual times * Maintain movement sheets on a daily basis * Completion of SIC boards on an hourly basis * Plan jobs and print sheets daily * Print off Packhouse Analysis sheet, check against line sheets * Print off Production outturn report against Prophet * Weekly Line Studies * Responsible for printing outer labels for Machine Minders and recording any returned/wasted labels | | | | | | | | | | |
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| **Key responsibilities - detail what accountability this role has under each of these key business areas** | | | | | | | | | | |
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| **Finance:** | | n/a | | | | | | | Choose an item. | |
| **Technical:** | | Comply with all technical and food hygiene policies and procedures. | | | | | | | Joint | |
| **People:** | | Comply with all people policies and procedures. | | | | | | | Joint | |
| **Compliance/H&S:** | | Comply with statutory Health & Safety obligations and the IPL Health & Safety Policy. | | | | | | | Joint | |
| **Commercial:** | | n/a | | | | | | | Choose an item. | |
| **Operations:** | | To function as part of a larger team to gain operational KPI’s. | | | | | | | Joint | |
| **Legal:** | | n/a | | | | | | | Choose an item. | |
| **In addition to the above, you are required to carry out such other duties as may reasonably be required** | | | | | | | | | | |

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| **Person Specification** | | | | | | | |
| **Technical Skills Required (Qualifications, Training, Professional membership) Assessed by** | | | | | | | |
| **Essential:**  Good standard of education to include English & Maths GCSE, C grade (or equivalent) or  Above. | | | |  | |  | |
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| **Desirable:**  A level qualification (or equivalent)  Manual Handling | | | |  | |  | |
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| **Experience Required** |  | | | | | **Assessed by** | |
| **Essential:**  An operational background within a similar role or working knowledge of working on a packhouse line.  Experience of working in a team environment.  Experience of working in a fast moving environment.  Experience of working in an environmental with a strong Health & Safety culture | | | |  | |  | |
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| **Desirable:**  Full understanding of machines utilised on site. | | | |  | |  | |
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| **Particular Aptitude/Skill Required** | | | | | | | **Assessed by** |
| **Essential:**  Practical skills with strong mechanical aptitude and ability to work quickly & methodically  Good communication skills, with the ability to follow instructions  Proven motivational skills and a willingness to work flexibly  Drive to deliver results and problem solve, whilst using own initiative  Analytical thinker with attention to detail, whilst undertaking repetitive tasks | | | |  | |  | |
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| **Desirable:**  Strong IT skills, e.g. Excel, Word, PowerPoint. | | | |  | |  | |
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**Assessment key**

**Interview, Ability/Psychometric Testing, Assessment Centre, Certification, Other**