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| **Role Profile** | | | |
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| **Job title:** | Machine Minder | **Location(s):** | Telford |
| **Reports to:** | Line Leader/Operations Leader | **Function:** | Ambient |
| **Leader of:** | Operatives when required | **Grade:** | S00 |
| **Job Purpose:** (no more than 2 sentences)  This role is multi-faceted. The Skilled Operative is expected pack on the line and at the end of the line. The Machine Minder needs to learn the line leader role and support the line leader daily. When required and trained, the Skilled Operative will manage a production line. | | | |
| **Position Summary** | | | |
| **Key duties - briefly outline the main focus areas for this role:**   * Follow all SOP’s where trained to perform the tasks of a Packer on the production line * Follow all SOP’s where trained to carry out the duties of a end of line packer * Learn from the line leader and area trainers on tasks performed by the Line Leader * Aid the Line Leader during changeovers and clean downs * Run the production line in the absence of a Line Leader when training is complete | | | |
| * To work to trained SOP’s in a clean, safe environment at all times. Monitor work area to ensure the workplace is safe * 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 any machine run rate issues that are having a detrimental effect on safety or productivity as soon as the issues are discovered. * Perform check weights at intervals detailed in training and the SOP’s, recording each weight in line with internal and BRC externally verified standards. * Immediately report underweights and causations to Line Leader and Engineering team. * Adhere to ‘World Class’ standards at all times. * 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.   **Key Internal/External Relationships**   * All internal IPL and Management Colleagues together with external based IPL colleagues | | | |
| |  |  |  | | --- | --- | --- | |  | | | | **Technical skills required to be fully competent in role (Qualifications, Training, Professional membership)** | | | | **Essential:**   * Good communicator   **Desirable:**   * A level qualification (or equivalent) * Manual Handling | | | |  |  |  | | **What skills, experience, qualifications must a prospective candidate for the role have?** | | |   When recruiting what skills would you ask for?  **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 * Ability to work quickly & methodically * Good communication skills, with the ability to follow instructions * 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     **Desirable:**   * Full understanding of machines utilised on site * Strong IT skills, e.g. Excel, Word, PowerPoint | | | |