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| Reference No | Version | Document Title | Date Created / Amended | Replaces | Issued By | Authorised By |
| HRF21 | V1 | Role Profile –Production Operative | 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:** | Production Operative | | | | | | | | **Location(s):** | | | All Sites | | | | |
| **Reports to:** | Line Leader | | | | | **Function:** | | | Produce | | | **Grade:** | | | | S00 |
| **Leader of:** | No direct people leadership responsibilities Ambient | | | | | | | | | | |  | | | |  |
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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.** * Maintain a safe working environment by adhering to a ‘clean-as-you-go’ approach following safe working practices * Carry out all tasks outlined in the IPL training matrix applicable to this role using productive manufacturing methods. * Assist in managing the product flow through the line, quality sort produce and dress out defects, ensuring product specifications are met. Report defects or poor quality to Line Leader. * Ensure products are correctly packed to target in line with company and customer expectations. * Label, Weigh & Pack produce as required/trained. * Correctly pack finished goods safely, to specification standards and in the correct orientation within each tray. * Safely stack trays to required height. * Promote good working relationships as an integral part of the team. * Carry out any additional tasks as trained. | | | | | | | | | | | | | | | | |
| **Location specific duties:**  Ackton   * All cases come into Ackton pre-packed. All fruit must be inspected accordingly to quality specification-level 1,2,3 or trended.   Telford   * Conduct an “end of shift” clean down process. * Be aware of allergens in the packhouse environment and controls around this.   Whittlesey   * Conduct an “end of shift” clean down process. * Ensure documentation is in place at all times.   Westry   * Provide relevant lines with adequate quantities of BDU’s to ensure the line runs as efficiently as possible. * To assist the machine minder in dealing with machine faults.   Inchture   * Transferring of packed produce from end of line to holding area * Moving of packed produce to different areas of the packhouse for storage * Cleaning (at end of shift and during change overs) including Multi-head weighers * All packaging to be collected and returned to the packaging housing * Adhere to all site Health and Safety Procedures   Inchture Grader   * Assist grader operator with changing of grader screens when required * Report any quality issues or contamination to the grader operator   Inchture Labels   * Scan Line 6 Tickets to line * Print all OG Tickets for all lines * Sweep floors in shed as directed by Line Leader using sweeper | | | | | | | | | | | | | | | | |
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| **Key responsibilities - detail what accountability this role has under each of these key business areas** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | **Responsibility** | | |
| **Finance:** | | None | | | | | | | | | | | |  | | |
| **Technical:** | | Ensure you are aware of, and follow all quality assurance practises that are relevant to your area of work and any non-conformances are reported.  Work closely with the QA team to ensure a quality product is produced. | | | | | | | | | | | | Joint | | |
| **People:** | | Comply with all people policies working proactively as a team member demonstrating behaviour that fits the company core values, generating and sustaining effective working relationships with a diverse group of people to achieve a common goal.  Contribute to make IPL a great place to work. | | | | | | | | | | | | Joint | | |
| **Compliance/H&S:** | | Adhere to all company policies and procedures.  Follow all Health & Safety procedures and report accidents, incidents & ‘near misses’ accordingly.  Maintain an adequate level of personal hygiene and comply with all PPE regulations. | | | | | | | | | | | | Sole | | |
| **Commercial:** | | None | | | | | | | | | | | |  | | |
| **Operations:** | | Adhere to all Standard Operating Procedures (SOP’s).  Be aware of your production line’s targets, KPI’s and performance.  Able to follow direction and work independently.  Achieve business objectives.  Deliver right first time.  Continually seeks ways to improve performance.  Function as a team. | | | | | | | | | | | | Joint | | |
| **Legal:** | | None | | | | | | | | | | | |  | | |
| **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 level of understanding of the English language  Understanding of health and safety policies in the work place  Basic Food Hygiene Level 1 | | | | | | | | | |  | | | |  | | | |
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| **Desirable:**  Educated to GCSE English or equivalent  Basic Food Hygiene level 2  Health and Safety Certification  Manual Handling  First Aid trained  Fork Lift Truck licence | | | | | | | | | |  | | | |  | | | |
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| **Experience Required** | | |  | | | | | | | | | | | **Assessed by** | | | |
| **Essential:**  Working in a fast moving environment  Good practical skills  The ability to work quickly and methodically  Good team working skills  The ability to concentrate while doing repetitive tasks  The ability to follow instructions  An awareness of Health & Safety  A willingness to work flexibly  Willing to take any training required for this role | | | | | | | | | |  | | | |  | | | |
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| **Desirable:**  Previous manufacturing/factory/packhouse/produce experience | | | | | | | | | |  | | | |  | | | |
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| **Particular Aptitude/Skill Required** | | | | | | | | | | | | | | | **Assessed by** | | |
| **Essential:**  Entry level in both written & spoken English.  ‘Can do’ attitude and proactive approach  Good team worker | | | | | | | | | |  | | | |  | | | |
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| **Desirable:**  2 GCSE or Equivalent | | | | | | | | | |  | | | |  | | | |
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**Assessment key - Interview, Ability/Psychometric Testing, Assessment Centre, Certification, Other**