



Job Description

Job Title	Production Operative
Reporting To	Team Leader
Immediate Subordinates	None

KEY RESPONSIBILITIES:

Key Tasks

The main activities/action needed to do the job.

- To comply with the Minimum Operating Standards procedure.
- To ensure that the good and safe working practices of Orchard House Foods are adhered to at all times, including the Health and Safety policy, procedure and regulations in the working environment.
- Follow defined manufacturing work instructions
- Liaise with the department Shift Section Managers and any other interested parties on all issues that have a direct bearing on production efficiency, quality and output.
- Preparation, packing and labelling of all fruit to the correct specification and quality based on the customer specification.
- To ensure that all specified quality and presentation standards are met and maintained and that any problems are immediately brought to the attention of the Supervisor.
- Produce scheduled product for preparation, packing and labelling departments on time, right first time.
- Weigh product ensuring Weights and Measures legislation is complied with.
- Label packed products to comply with customer specifications and legislation.
- To carry out any cleaning practices required by the factory management to uphold the company hygiene standards. This will include ensuring your area is clean and tidy in readiness for the next shift.
- Ensure that all necessary documentation is maintained in line with company requirements
- Any other duties as required by management.
- Ensure all Critical Control Points for which you are responsible are monitored and recorded precisely as laid down including actions following any non-conformance
- As an individual working within a company preparing food products there is a legal responsibility placed upon you. This is to ensure at all times that you take all reasonable precautions to produce safe and legally compliant products for the end consumer. The company operates a HACCP (Hazard Analysis Critical Control Point) system focussing on the control of identified safety critical points. Undertaking your duties you will take responsibility for the product you produce and the undertaking of control measures at identified points.

The key end results by which quality and performance will be measured:

- Achievement of product quality and customer service
- Compliance with manufacturing work practices
- Diligent operation of process controls related to Critical Control Points
- Maintenance of safe working practices
- Operation of other control points as instructed
- Compliance with good manufacturing practices
- Contribution to continuous improvement

NB: The job description outlines the main duties of this position and is designed for the benefit of both the post holder and the company in understanding the prime functions of the post. It should not be regarded as exhaustive, as there may be other duties and requirements associated with the role.

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