

# Riverside Medical Packaging Company Limited



Accountable: D. Seaman <i>[Signature]</i>	Form Ref: RIV/TR/JD002/V5
Approved By: M. Roe <i>[Signature]</i>	SOP Ref: TR001
Supersedes Issue/Date: V4/02.12.2013	Issue Date: 06/07/2018

## JOB DESCRIPTION

**JOB TITLE:** Production Operative

**REPORTING TO:** Line Leader

### COMPETENCIES

- Competent level of numeracy and literature to effectively fulfil regulatory requirements
- Excellent organisational and timekeeping skills
- Have a strong eye for detail with the ability to identify errors
- Effective listening and communication skills
- The ability to follow instructions to meet production targets
- Able to work as a team and off own initiative
- Have a positive attitude with adaptability and confidence to offer improvement ideas to support continuous improvements

### OBJECTIVE

To carry out all production related activities to an agreed quality specification to meet customer demands.

### MAIN TASKS

1. To undertake the manufacture of products to agreed specification (SOP's) following set procedures and ensure that levels of production and quality are met.
2. To follow and adhere to the Company's hygiene and quality standards (GMP).
3. Ensure that all Quality inspection checks are made throughout manufacture in accordance with Company procedures.
4. To comply with all legal requirements in respect of Health & Safety of self and others.
5. To demonstrate good employee relations within the team and to other departments.
6. To work as part of a team providing necessary support if required.
7. Agree personal appraisal targets with Supervisor/Manager.
8. Work towards the utilisation of Lean Manufacturing Techniques in line with Company objectives to support the continuous improvement of the Company.

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- 9. To carry out any other relevant tasks as may be required by circumstances or are requested by your line manager.

I agree that this job description forms part of my contract of employment and may be revised at any time.

**Employee**

Name: .....

Signature: .....

Date: .....

**Employer**

Name: .....

Signature: .....

Date: .....