**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Title: | Production Operative |
| Reporting to: | Production Team Leader |
| Location: | Chichester |
| Hours: | Normal Shift times as required |

**Key Aim of the Role:**

Production Operatives will work as part of the production team completing a range of operational tasks including prepping of material and packing of finished goods, all of these tasks must be completed in a controlled manner ensuring that customer standards and requirements are always achieved.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Main Duties & Responsibilities:**

# Corporate

* To effectively communicate with the management team
* To ensure all Health and Safety procedures are understood and followed.
* To undertake any training deemed necessary to meet the needs of the business.
* Perform all duties in a professional manner.
* To be flexible with holiday expectation during busy periods.
* To be flexible with hours of work and shift patterns.
* To promote the company always.

# Operational

* Ensuring quality is checked for accuracy, customer compliance and legality.
* Notify the Team Leader of any possible problems of any concerns regarding production or staff.
* To pursue on job training to reach full potential.
* Maintain a high standard of hygiene in all packing procedures ensuring deep cleaning is carried out regularly and within budget.
* Ensure packing/mechanical and quality processes and procedures are followed and adhered to.
* To ensure the strict label management system are adhered to always maintaining labelling accuracy.
* To actively pursue process improvements and cost saving initiatives.
* Any other reasonable request within your capabilities.

**Key Performance Indicators:**

* Labour cost per unit
* Yield cost
* Hygiene
* Customer visits
* External/internal audits.

|  |  |
| --- | --- |
| Date revised: |  |
| By: |  |
| Position: |  |

**PERSON SPECIFICATION – Production Operative**

|  |  |
| --- | --- |
| **Requirement** | **Essential or Desirable?** |
| **Qualifications / Education / Experience:**  Experience working within an a faced paced FMCG business ideally involving fresh fruit and the ability to work to high business and customer related standards. | Desirable – but training will be provided |
| **Skills & Competencies:**   * To be able to read and write in Basic English. * To be able to work on own initiative. * Good communication and organisational skills - written and verbal | Essential  Essential  Essential |
| **Personal Attributes:**   * Keen, reliable and willing to learn. | Essential |

Signature …………………………………………….. Signature ……………………………………………..

(Employee) (on behalf of the Company)

Print Name ………………………………………….. Print Name …………………………………………...

Date……………………………………………………. Date……………………………………………………..