

JOB SPECIFICATION



Job title	Machine Operator	Department	Packhouse
Reporting to	Packhouse Team Leader/Supervisor	Site	Aldergrove Centre

Job Purpose:

To perform various tasks to set up, operate, monitor, troubleshoot and perform preventative maintenance on assigned packing machinery within the packhouse (i.e. flow wrappers, heat sealers). To be responsible for inspecting parts to specification and making adjustments, or tool changes as necessary to maintain quality specification.

Must Haves:

Ability to work with attention to detail and safety standards
Teamwork and communication skills
Understanding food production procedures
Ability to understand and adhere to health and safety, Food Hygiene requirements
Analytical skills
Good written and spoken English
Capable of maintaining good speed of working throughout the shift while maintaining standards
Ability to read blueprints, schematics and manuals
Multitasking
Structured approach to problem solving
Have a flexible approach to work and hours

Role Accountabilities:

1	Set up, check and operate packing machines (i.e., flow wrappers, heat sealers) in line with procedures, manuals and specifications.
2	Ensuring the machines produce high quality products, run smoothly and at capacity, and are properly maintained.
3	Identify and resolve routine machine issues within defined guidelines, escalating immediately when required and/or reporting any mechanical breakdowns to the maintenance team.
4	Monitor, assess and record machine performance to ensure operating to optimum efficiency. Identify and implement corrective actions.
5	Fully responsible for daily KPI line efficiencies.
6	Work closely with Packhouse Supervisor/Line Leader, Packhouse Maintenance Co-ordinator, Technical Operatives, and other line operatives.

Core requirements when undertaking role:

1	Set up machines (calibration, cleaning, labels, film etc.) to start a production cycle.
2	Control and adjust machine settings, when/if required in line with customer/product specification (e.g., promo, labels, speed, film).
3	Apply/remove film and to be responsible for the correct storage at the end of each run/shift.
4	Take instructions from Packhouse Supervisors/Line Leaders, Team Managers and more senior Managers.
5	Always communicate effectively with others at all times.
6	Able to work effectively as part of a Team.
7	Assist Supervisor/Line Leader with daily audit checks.
8	Check output to spot any machine related mistakes or flaws.
9	Monitor and drive daily targets for each individual job.
10	Record daily downtime.

11	Maintain finished goods quality standards.
12	Apply attention to detail to ensure paperwork is completed accurately.
13	Ensure that all equipment is kept in good working order, parts are cleaned and stored correctly and is ready to use when needed.
14	Highlight and escalate any quality issues, until such time these have been acknowledged and authorised by the Senior Management.
15	Ensure the management is kept advised immediately of any problems affecting production targets.
16	Monitor and drive daily targets for each individual job.
17	Monitor and drive daily Marco KPI targets end escalate to Supervisor/Line Leader if targets are not met.
19	Operate/monitor multiple pieces of equipment during operation to ensure quality production and minimal unplanned stops.
19	Assist the Supervisor/Line Leader to remove all dirt/label residue from parts of the line.
20	Inspect parts of the machine/change tools.
21	Housekeeping and sanitation.
22	Train new machine operators.
23	To carry out duties in other areas at the same grade or below, for which instruction or training has been provided.
24	Undertake the appropriate training to enable you to fulfil your job role to the required standard.
25	Demonstrate the required standards and behaviours at all times.
26	Absence cover for: Machine Operator

Values: TRIBE	
Tenacity	We are driven, determined and do not stop until we achieve our goals. We take ownership in everything we do.
Relationships	Trust, respect, and fairness is at the heart of our Team. We are always approachable and believe in building long-lasting partnerships with our people, customers, and suppliers. We care about our community and want to succeed so we can give to others.
Integrity	We take great pride in approaching everything we do with honesty and professionalism. We are open, ethical, and fair and use our judgment to do the right thing.
Brilliance	We constantly push ourselves to be the best in everything we do, combining our knowledge and attention to detail with innovation and the creativity it inspires.
Energy	An energetic excitement runs through our Team. We are a quirky tribe of passionate people who thrive off each other's energy, embracing change and pushing ourselves to reach new heights. Above all, we have fun and love what we do.

Received By:		Date:	
Name in CAPITALS:			