**Role Description & Personal Profile**

|  |  |
| --- | --- |
| **Role** | |
| **Job Title:** | Maintenance Operative |
| **Division:** | PDUK |
| **Department:** | Operations |
| **Location:** | Melmerby |
| **Role Type:**  Permanent, FTC etc | Permanent |
| **Team Structure:**  Reports to, Direct & Indirect Reports | Reporting to Engineering Manager  Direct Reports : • None |

|  |  |
| --- | --- |
| **Description** | |
| **Impact Statement:**  The contribution of the role to achieving the overall business objective. Span of impact.  Main purpose, focus of the role. | Responsible for ensuring that on site improvement is both progressive and continuous. Using a combination of the Site Improvement Audits, the areas to improve schedule and the Hygiene Plan to ensure that the hygiene and pest control standards on site are kept at the highest achievable levels.  Your role will involve the use of industrial cleaning equipment, sprayers and other equipment as deemed appropriate and necessary.  Area enhancement will be a priority; in addition, improving/maintaining hygiene standards. You will also be required to perform other related tasks such as degreasing equipment and painting.  Your role is vital to the efficiency, development and progress of the production facility here at AB Neo(PD). Working with colleagues, you'll progress the Site Improvement Program(SIP), improving the overall reliability and safety of plant and production process. |
| **Feed Safety** | Understand the impact of processes and actions on Feed Safety.  Carry out tasks and procedures as trained. |
| **Key Responsibilities:**  The key objectives and accountabilities of the role. (5 to 10 areas) | **Health & Safety**   * Adhere to all site and company Health and Safety regulations. To be familiar with the requirements and implications of the Health and Safety at Work Act.   **Hygiene Housekeeping:**   * Vacuuming, Scraping, Washing & Painting * Follow hygiene plan in the Maintenance Schedule * Follow the SIP * Complete hygiene records * Material handling with the use of an FLT * Report plant leaks and defects to the maintenance team * Carry out preventative and corrective actions identified by internal or external audits * Minimise production waste and use of resources * Provide input to any site meetings required to attend   **Other Duties:**  Any Reasonable request |
| **KPI’s** | * Budget, cost and performance assessments for the Maintenance and Engineering Team * Internal employee survey score * Health & Safety audit scores and accident statistics * Internal Hygiene Scores * Customer Complaints |
| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required etc | * Engineering Manager/Operations Manager/ Ass Ops Manager / Maintenance Engineers/Operatives, Mill Operators– Routine progress updates, awareness of issues and resolutions, communicate on performance progress (reliability, cost, energy efficiency). |
| **Scope**  Depth, Breadth of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility | * Delivery of the Mill Hygiene Process * Legislative responsibility (E,H&S) * Personal Accountability to Continued Professional and Personal Development |

|  |  |  |
| --- | --- | --- |
| **Person Specification** |  | **Essential / Desirable** |
| **Knowledge:**  Consider number of years’ experience, any formal qualifications genuinely necessary or any key areas of knowledge. | * Work experience in a similar environment within FMCG or engineering. * Fork Lift Truck, Loaoading Sterel and Shunter and maintained to high hygienic standardo workonal Maintenace and f annual leave, sickness Licence * Quality Assurance Skills | D  D  D |
| **Key Behaviours:**  Consider which of our guiding principles are particularly relevant and also any role specific behaviours | * Team worker * Flexible * Attention to detail * Pride in work | E  E  E  E |
| **Other factors:**  Travel, Shift Working, HGV Licence etc | * Flexible working | E |
| **Date Agreed:** |  | |
| **Authorised by:** |  | |