**Job Description: Production Operator (Filling).**

**Overview:**

To assist with various filling, labelling and palletising tasks as part of the Liquid Filling or Powder Filling Teams. To ensure also that quality standards are upheld, walkaway standards are maintained, waste is minimised and Good Manufacturing Process is adhered to.

**Scope**

Assisting Machine Operators and the Team Leader to achieve 100% Plan attainment.

**Reporting to:**

Team Leader, Production Manager.

**Result Areas**

**Health & Safety:**

Report accidents or near misses to the Health and Safety Manager. Complete Accident / Incident forms as and when necessary and return to Production Manager.

Wear all appropriate PPE including High Viz jackets and Steel Toe Cap Boots.

Carry a radio if working unsupervised.

**Production:**

Demonstrate a positive “Can Do” Attitude.

Follow all instructions as relayed by the Team Leader or Machine Operator.

Ensure all Packaging, Raw Materials and labels are ordered and available prior to line start up. Keep changeover times to a minimum.

Satisfy all internal customers including Export, Picking and Packing, Stock Control and Quality Departments.

Ensure all Production paperwork is accurate before departing site and handed to Production Manager.

Provide flexibility during peak periods.

**Quality:**

Ensure the Product Specification is printed and the IBC Tickets are in place prior to filling. Ensure First Off Line Checks are carried out before Start-up. Ensure Quality checks are carried out every half hour and recorded to Quality Sheet F0048.

Set audit ready hygiene and GMP standards on all Production Lines, Departmental Perimeters and Mezzanine area. GMP Standards will be monitored by internal audit scores and ensure all corrective actions completed on time in full.

Labelling is a Critical Control Point. Ensure labels are permitted into the room following QC sign off in line with Label Order Release Procedure (PO58). Labels must be introduced just before labelling commences. Excess labels must be removed from the Production area immediately the job is completed.

Walkaway standards must be adhered to both at break and before leaving site.

Ensure all unused stock items are sealed in Primary and secondary packaging prior to returning to Stores.

Carry out any Rework Instructions as relayed by the Machine Operator or Team Leader.

**Stock Control:**

Report any yield issues or high losses to the Machine Operator or Team Leader. Reconciliation Sheets must be completed promptly and passed to Production Manager.

**Other:**

Maintain a level of behaviour, attendance and timekeeping in line with the Company Handbook.