**Role Description & Personal Profile**

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| **Role** | |
| **Job Title:** | Process Operative |
| **Division:** | PDUK |
| **Department:** | Operations |
| **Location:** | Melmerby |
| **Role Type:**  Permanent, FTC etc | Permanent |
| **Team Structure:**  Reports to, Direct & Indirect Reports | Reports to: Production Team Leader  No Direct Reports |

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| **Description** | |
| **Impact Statement:**  The contribution of the role to achieving the overall business objective. Span of impact.  Main purpose, focus of the role. | Responsibility for the process to manufacture animal feed in piglet starter and meal forms to strict hygiene, quality and segregation standards making all necessary quality control checks and plant adjustments to achieve the required standards. |
| **Feed Safety** | Understand the impact of processes and actions on Feed Safety.  Carry out tasks and procedures associated with feed safety as trained. |
| **Key Responsibilities:**  The key objectives and accountabilities of the role. (5 to 10 areas) | * Understand cross contamination and feed safety rules and expectations within production sections and report to management any failings * Monitor the processed meal to ensure adequate conditioning and absence of unground material indicating a burst screen so that finished product physical quality and appearance exceeds the minimum standards. Appropriate adjustments to the process will be made as required. * Maintain any written records or computer records as detailed in the standard operating procedures. * Carry out die changes and roller adjustments as required. * Completion of any cleaning duties allocated to the role you are covering. * Understand and adhere to UFAS (feed assurance) standards. * Report any process or plant defects identified to the Operations Manager or Maintenance team as soon as possible. * Carry out any specified quality checks. Report any sub-standard finished product physical quality identified to the Shift Team Leader. * Provide holiday and sickness cover for any roles for which you are suitably trained and qualified as requested by the Shift Team Leaders. * Make recommendations about your working area to support the business Continuous Improvement Programme. * Carry out any corrective and/or preventive actions required following any internal or external audit. * Minimise the production of waste and the use of resources. * 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. * Maintain your allocated work area to a hygiene standard acceptable to the UFAS standard and participate in general cleaning duties when required. |
| **KPI’s** | * Production throughputs. * Accuracy of raw material inclusions in production batches. * Product quality/customer complaints. * Quality checks and records. * Maintenance of your designated work area to the required hygiene standards. * Compliance with all legal requirements. |
| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required etc | Operational Teams  Planning & Logistics Coordinator  Procurement Team  Quality Team |
| **Scope**  Depth, Breadth of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility | This role is responsible for the safe, efficient production of animal feed products in line with quality requirements.  No Budgetary Requirements |

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| **Person Specification** |  | **Essential / Desirable** |
| **Knowledge:**  Consider number of years’ experience, any formal qualifications genuinely necessary or any key areas of knowledge. | * Previous experience in Manufacturing, ideally in a food or feed environment * Experience of working to Health and Safety requirements * Experience of adhering to Quality standards * Good communication skills, with the ability to communicate effectively with a wide range of people * IT skills | D  E  E  E  E |
| **Key Behaviours:**  Consider which of our guiding principles are particularly relevant and also any role specific behaviours | * Strong team player with a solution focused approach * Responds positively to changing business priorities * The ability to follow instructions * An eye for detail and conscientious approach * The ability to work quickly and methodically * A team player * Great timekeeping * Be willing to undertake additional training * The ability to concentrate while doing repetitive tasks | E  E  E  E  E  E  E  E  E |
| **Other factors:**  Travel, Shift Working, HGV Licence etc | Shift work – weekly rotating day and night shifts | E |
| **Date Agreed:** |  | |
| **Authorised by:** |  | |