

Role Description & Person Profile

Role	
Job title	Intake Operator
Division	Supply Chain
Department	Production
Location	ABN Sherburn
Team Structure Reports to, direct reports, etc.	Reports to Operations Manager/ Production Manager

Description	
<p>Impact Statement The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role.</p>	<p>The role of Intake Operator is ensure that the raw material vehicles are weighed in and out of site, quality checks are performed on all loads, and raw materials are routed to the correct storage locations.</p> <p>The Intake Operator will also record and monitor the stocks of bulk raw materials and liaise with the central RM planning Team regarding stock movements.</p>
<p>Role Objectives The key responsibilities and key accountabilities of role.</p>	<ul style="list-style-type: none"> • Operator weighbridge to ensure all vehicle weights are recorded. • Carry out raw material sampling and action non-conformances where required. • Check and record previous load history of vehicles. • Operate the Datastor process control system to ensure the correct routing of raw materials to storage bin locations; liaise with other operators and staff on site as required. • Liaise with raw material planning team in Peterborough to ensure that the necessary raw materials are delivered within the required timescales. • Perform stock check activities as required. • Ensure visiting hauliers maintain cleanliness of intake and yard areas. • Log raw material and finished product samples into AX business system and despatch for testing. • Maintain any written or computer records required of the job by ABN or UFAS operating procedures.

	<ul style="list-style-type: none"> • To be familiar with the requirement of the TASC & UFAS standards and to assist in enabling the company to exceed the standards required. • To report any process or plant defects identified to the Management or Maintenance as soon as possible. • Minimise the production of waste and 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. • Provide input to any site meetings to discuss operational issues. • Maintain your allocated work area to a hygiene standard acceptable to UFAS and participate in general cleaning duties during the shift or when required to do so. • It is expected that you will carry out various reasonable duties not listed here in the course of your work as required by the business, for example painting, assisting with maintenance work, ripping & tipping, emptying tote bins and stock taking.
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<p>Key Stakeholders What are the challenges of the relationships, communication strategies required, etc</p>	<ul style="list-style-type: none"> • Operations Manager/ Production Manager/ Operations Support Manager/ Team Leaders– Routine progress updates, awareness of issues and resolutions, communicate on performance progress (reliability, cost, energy efficiency). • Regional E,H&S – Update on action status from Audits, communication of identified issues. • Regional Quality - Update on action status from Audits, communication of identified issues. • Regional HR – Comms on training, people performance. • LGV Drivers /Hauliers – awareness of site rules
<p>Scope Depth, breath of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility.</p>	<ul style="list-style-type: none"> • Ownership of the Mill production processes • Legislative responsibility (E,H&S) • Accountability and ownership of site production budget • Personal Accountability to Continued Professional and Personal Development

Person Profile		Essential or Desirable
<p>Knowledge Consider experience, any formal qualifications genuinely necessary or any key areas of knowledge.</p>	<ul style="list-style-type: none"> • Prior experience in food/agricultural/production environments • Working with automated plant machinery • Demonstrated ability to multi-task in fast paced environment • Feed Mill production experience • Organisation/prioritisation skills • PC Skills 	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
<p>Key Behaviours In line with our Winning Ways</p>	<p>Be Responsible – own it</p> <ul style="list-style-type: none"> • Prioritise animal welfare and the safety of our people, partners and customers • Do what you say you were going to do • Own your decisions and mistakes with honesty and respect • Take responsibility for your own progression <p>Be Inquisitive – ask more</p> <ul style="list-style-type: none"> • Challenge the normal and don't accept the status quo • Learn from all parts of the business • Be innovative, make suggestions on processes, systems and products <p>Be Inclusive – talk more</p> <ul style="list-style-type: none"> • Value the contribution of everyone irrespective of role • Take a one team approach • Listen and share ideas even if not your 'day job' <p>Be Brave – push the boundaries</p> <ul style="list-style-type: none"> • Challenge behaviour and yourself to do better • Be respectful in your approach 	
<p>Other Factors Travel, shiftworking, HGV Licence, etc.</p>	<ul style="list-style-type: none"> • Shift Patterns may vary from time to time with holiday cover required 	<p>E</p>

Person Profile		Essential or Desirable
<p>Knowledge & Skills Consider number of years' experience, any formal qualifications genuinely necessary or any key areas of knowledge.</p>	<ul style="list-style-type: none"> • Feed milling Operations • Process Control Operation • IT Skills • Basic mill maintenance knowledge & skills • Fork Lift Truck Licence • Quality Assurance Skills 	<p>D D E D D D</p>
<p>Key Behaviours Consider which of our Guiding Principles are particularly relevant and also any role specific behaviours.</p>	<ul style="list-style-type: none"> • Team worker • Flexible • Self-motivated 	<p>E E E</p>