**Role Description & Person Profile**

|  |  |
| --- | --- |
| **Job Title** | Production Operative |
| **Reports to** | Production Manager |
| **Business** | Greencoat Ltd |
| **Location** | Monmouth |
| **Direct & Indirect Reports** | - |
| **Budget Responsibility** | - |

|  |  |
| --- | --- |
| **Role Overview**Impact Statement  | The role of the Production Operator is to support the Team Leader and the Senior Operators in achieving the weekly plan on time and in full. The work is to be carried out in a safe and efficient manner. Report any activity that appears to compromise the safety of others. Carry out all jobs in line with the Product Specifications.  |
| **Key Responsibilities** | * Carry out all work in a safe manner and proactively look to continuously improve safety standards throughout the departments.
* Set audit ready hygiene and GMP standards throughout the departments.
* Maintain a high standard of timekeeping in line with the company handbook.
* Operate machines in line with SOPS and as instructed by Team Leader and Machine Operators.
* Ensure the quality of all finished products is of the highest standard. The Seal Integrity, Product Weight and Coding details of every item must meet the requirements of the Product Specification.
* Assist Machine Operators / Senior Operators with machine changeovers minimising downtime at all times.
* Communicate any quality related issues with the Quality Control Dept. Ensure FOL checks are carried out for every product.
* Communicate any machine, process or personnel issues with the Team Leader or Manager in a timely fashion.
* Undertake ad hoc tasks as instructed by the Team Leader or Manager when requested.
* Support the Team Leader and Manager in the development of best practices and continuous improvement.
* Act professionally at all times when representing the company either internally or externally.
* Ensure all departmental paperwork (30m quality sheets, Reconciliation sheets, Production Sheets) is completed accurately and in a timely manner.
* Carry out any “Rework Instructions” as requested by Senior Personnel.
 |
| **Key Stakeholders** | * Production Manager
* Quality Manager
* Health & Safety Manager
 |
| **Other Factors**Travel, shift pattern, working hours, Licence type etc. | Working hours:Monday – Thursday 08:00 – 16:30Friday 08:00 – 14:30 |

**Person Profile**

|  |
| --- |
| **Required experience, qualifications, and necessary knowledge**  |
| **Essential** | **Desirable** |
| * Good level of literacy & numeracy
 | * Working on production lines
* Experience of FMCG manufacturing industry
 |

|  |  |
| --- | --- |
| **Key Behaviours** | * Work as part of a team
* Work under own initiative
* Good numeracy/literacy skills
* Attention to detail
* Effective communication skills
* High standard of timekeeping
* Ability to work to tight deadlines/targets
* Flexibility in line with business demands
 |
| **AB Agri High Performance Framework** | Our high-performance framework is a set of guiding behaviours which have been created with people from across our businesses to enable great performance across the organisation. The focus is on what you can do to demonstrate high performance in your role, as well as the behavioural inputs to assist you getting there. * Pioneering – Curious, spirited and bold. We lead the right way.
* Excellence – We seek excellence in all that we do.
* Growth – We create ways for our people and customers to thrive. That’s how we keep making a difference.
 |