

## ROLE PROFILE – SKILLED OPERATIVE – LINES– ISSUE 1 – SEPT 16 - 081

# Core Competencies:

* Adherence to company procedures and legislative requirements.
* Drive/Support continuous improvement activity.
* Adherence to company policies and procedures.
* Be able to stand in for Team Leader as and when required.
* Continuously evaluate own development needs to meet ever changing needs of the business.
* Will nominate a deputy in his/her absence.

**Measures of Performance:**

* Assist the Team Leader to meet production targets while maintaining customer/company standards as appropriate.
* Achievement of all departmental KPI’s (i.e. labour, yields, OEE, customer complaints, internal/external audits, rejects, accidents, absence etc…).
* Internal/external customer compliance.
* Team development via training initiatives/skills matrices.

# Knowledge & Skills:

* Proven skill level relating to the area concerned.
* Able to understand and ensure compliance in all CCP’s, QCP’s and GMP in line with legal and technical requirements.
* Inherent understanding of site hygiene, technical, Quality and Health & Safety.
* Computer knowledge & an understanding of ERP (NAV) system.
* Effective communicator at all levels.
* Can demonstrate a ‘can-do’ attitude.

**Key Accountabilities:**

1. To ensure Line/Cell set up is performed each morning and visual standards / product specification is in place. Line start up checks and intermediate cleans to be completed in line with internal procedures. Quality checks such as CCP checks (metal detection and fail safe check), and immersion checks to be completed correctly, recorded accurately and on time, in line with procedure.
2. Be clear on the production plan / requirements within your designated area each morning, immediately reporting any issues or concerns to the Team Leader.
3. To ensure machinery is running to its optimum efficiency to meet performance requirements are met or exceeded, ability to set up and adjust machinery accordingly, reporting any issues or concerns to the Team Leader.
4. To measure and achieve % overuse for fruit against targets. To minimise packaging waste on the lines (efficient machine set up / use of part reels).
5. To ensure fruit is packed to required specification (recipe control) and traceability is maintained at all times. To report production errors to the Team Leader immediately so that product can be reworked if required.
6. To measure and achieve line speeds and efficiency (OEE) against targets for automated lines. To record on DWOR reasons for waste and downtime on the line/cell, ensuring data is accurate and forwarded to the Data Analyst.
7. Monitor product quality at all times, reporting any concerns to the Team Leader.
8. Good manufacturing practice enforced (colour coding / personal hygiene / hand washing / waste removal). Finds procedure followed for foreign body hazards identified in the area.
9. To support the Team Leader in ensuring all employees are wearing required PPE in line with start up checks (for example: hearing protection, thermal gloves, anti-slash gloves etc...). Perform PPE integrity checks.
10. Accidents and hazards must be reported to the Team Leader / Shift Production Manager immediately.
11. Support training activities / knowledge sharing.
12. To make suggestions on ways to improve performance in your area and implement agreed actions.
13. May be required to deputise in the absence of the Team Leader (must proactively seek to develop towards this level) and may also be required to work across different departments to suit the needs of the business/to develop business understanding and skills set.
14. Will carry out other duties as required by the business.

**Purpose:**

To work in collaboration with the Team Leader, covering all aspects of operational performance within your designated area, ensuring all departmental KPI’s are met.