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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title |  Operator – Grade 3 | Department | **General** |
| Function | Production Operator | Site | Histon |
| Date | 2nd September 2019 | Approved by(manager) | Elaine Wraight  |

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| SECTION 2 – JOB SUMMARY |
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| * Grade 3 operators can be allocated to a machine/s in areas where the business risk in responsibility is supported by an area line manager, trainer and auditing feedback. This is determined by the senior operations manager and is typically but not exclusively packing operations.
* Semi autonomous in controlling their asset /area.
* Applies Good Manufacturing Principles at all times.
* Applies Health and Safety Procedures as a priority and understands the sites values and behaviours
* Products must meet all specification and performance parameters and have a recorded and robust documentation record of each activity.
* Records must meet the sites due diligence standards and allow full traceability of actions and ingredients.
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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Safety*** Operates in a clean and hazard free work area.
* Actively engages with the Be Bright Do it Right behaviours.
* Follows all the sites H&S policies
* Creates no hazards by their activity
* Communicates with their colleagues to work together safely
 | 25 % |
| **Quality*** Embraces the THINK food safety culture
* Ensures recipes are followed exactly to meet customers specification
* Ensure the quality of the product meets sites standards
* Ensures all ingredients and packaging are accounted for and returned in a sanitary condition
* Ensures all documentation is legible and filled out in full
* Discusses any issues with their line manager to solve problems that will impact the product.
 | 25% |
|  **Hygiene*** Clean As You Go is applied at all times
* Can clean an asset to site standards
* Area cleanliness at start up and in between runs is performed to high standards following standard operating procedures to ensure it’s done the right way.
* Site hygiene rules followed to ensure personal and protective clothing are kept at a high standard.
 | 25% |
| **Output*** Delivers the plan to the designated time frame as a minimum.
* Perform changeovers to the site standard and above.
* Records settings and samples the product as required.
* Co operates with colleagues and line managers
* Has a flexible approach to meeting customer expectations and hence the team goal
 | 25% |
| Years Experience (i.e. Relevant experience, Industry Experience, etc) | * Factory experience preferred but not essential
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| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | * Methodical approach
* Good hand/eye coordination
* Physically fit
* Engaging and enthusiastic in manner
* Level 1 Key Stage Skills
* Flexible working required during certain periods due to customer demands,
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| SECTION 5 – DIMENSIONS & SCOPE |
| Budgetary Responsibility -None | Direct/Indirect Budget -None | Size/Amount -N/A |  |
| Other key dimensions(.e.g. sales, products, skus, reports, invoices, etcPlease put description and numbers |  |

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| SECTION 6 – CONDITIONS OF ROLE |
| State any conditions for role(e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | * Independent commuter
* Flexible hours on occasion to meet business needs.
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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size | Part of team of 6-8 |
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|  | Reports to (Job Title) | Team Manager/Supervisor |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 - SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |