



JOB DESCRIPTION: Food Processing Worker

KEY FUNCTION:

- 1) To determine customers' needs, present and future; and produce goods for retail and catering.
- 2) To ensure that the production lines operate efficiently, by sharing responsibility of:
 - Managing the machines input and output for efficient production.
 - Operating the machinery, setting it up for production, doing routine maintenance and cleaning.
- 3) Participate in the general administration and management of the Manufacturing team.

MAIN TASKS:

- 1) Operate and maintain machinery.
- 2) Generate product labeling ensuring accuracy.
- 3) Monitor levels of stock and liaise with buyers.
- 4) Monitor and update stock levels on warehouse computer and keep strict traceability records of production.
- 5) Maintain a flexible approach to work to meet team based work requirements.
- 6) Observe and maintain safety levels with particular attention to machinery and electrical equipment.
- 7) Undertake training to meet food legislation requirements.
- 8) Maintain a strict level of personal and workplace hygiene.
- 9) As part of a team manage time and plan the schedule of work.
- 10) Work as part of a busy team, but also be resourceful and make independent decisions within the day's work.
- 11) Liaise and communicate with other co-operative teams.
- 12) To undertake other duties within the Manufacturing team and the wider business as deemed reasonable by the co-op.



GENERAL CO-OPERATIVE REQUIREMENTS & ABILITIES:

- 1) Participation in the running of the team and the co-operative as a whole.
- 2) Ability to work as part of a team and actively participate in team decision making.
- 3) Ability to show initiative, and to work independently without supervision.
- 4) Ability to take on responsibility, and complete tasks set through to the end.
- 5) Ability to share and exchange information with others.
- 6) As a Co-operative member, participate in the meetings and decision making processes of the Co-operative as a responsible co-director of the business.

ESSENTIAL

PERSON SPECIFICATION: Machine Operator/ Food Processing Worker

CRITERIA	ESSENTIAL	DESIRABLE	To be demonstrated at:	
			Application	Interview
EXPERIENCE/QUALIFICATIONS				
Experience of food processing work.		*	*	*
Experience of any production or manufacturing work.		*	*	*
Experience of quality assurance.		*	*	
Experience in operating machinery.		*		*
Experience in planning and prioritizing own workload.		*	*	*
Experience with working with computers, e.g. email, Excel, stock management, labeling software.		*	*	*
Experience of identifying and fixing technical problems with machinery.		*		*
Fork lifting experience.		*		*
Basic Food hygiene certificate.		*		*
Awareness of Hygiene, both personal and work area.	*			*
KNOWLEDGE/SKILLS				
Good numerical skills, accurate weighing and ability to accurately calculate fractions and percentages.	*		*	*

ESSENTIAL

Ability to work with food allergens	*			*
Understanding of the co-op and its principles.		*	*	*
Understanding of our product range and whole foods.		*	*	*
Understanding and complying with health and safety policies and procedures.	*			*
PERSONAL QUALITIES				
An efficient worker who is well organized, self-motivated and can work independently as well as part of the Manufacturing team.	*		*	*
Good attention to detail.	*		*	*
Calm and good humoured.	*			*
Ability to work well under pressure.	*		*	*
Actively take on additional responsibilities within the co-op.	*		*	*
Be actively involved in team decisions.	*		*	*
Be actively involved in taking decisions as a potential co-op member.	*			*
Ability to communicate effectively.	*		*	*