
NAME	*
JOB TITLE	PRODUCTION / PACKING EMPLOYEE (FOOD PROCESSOR)
DATE	*
REPORTS TO	*

POSITION DESCRIPTION

Position purpose Responsible for manufacturing and processing a wide range of bakery products

Main tasks Core objectives include:

- Process and package bakery products with speed and efficiency
- Operate and monitor machinery and equipment
- Conduct basic maintenance/cleaning on machinery and equipment
- Perform some heavy lifting moving raw and finished products around the work site
- Ensure the work environment is kept hygienic and clean
- Ensure HACCP paperwork is completed
- Ensure that production documentation is completed when instructed

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties

- Fulfil other duties as required by management and other department personnel as requested/required

Required qualities

- Ability to work under pressure
- Organisational and time management skills
- Excellent attention to detail

Desired competencies

- Initiative
- Tenacity
- Strategic thinking
- Positive approach to change

PERSON SPECIFICATION

Qualifications

- Ability to work in the food processing industry

Experience

- Experience in the food processing industry preferred

Skills & competencies

- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience

- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally
- **Teamwork:** willingness to assist and support others as required and get on with team members
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner

Personal attributes

- Professional approach (essential)
- Positive approach to change (essential)

Other

- Has capacity to work with chicken, beef, lamb, pork, and veal products (desirable)
- A degree of physical fitness and strength (desirable)

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date