



Dairy Goat Co-operative

Position	Process Operator - Canning
Reporting to:	Canning Team Leader
Department:	Manufacturing
Location:	Hamilton
Staff responsibility:	Nil
Financial Authority	Nil
Date:	October 2011

POSITION PURPOSE

The role of process operator is to ensure the efficient operation of the DGC Canning Plant including plant changeovers. The operator must follow all plant standard operating procedures, carry out instructions as detailed in the risk management plan and adhere to the quality system and plan. All plant activities must be conducted in a manner that ensures compliance with relevant legislation and codes of practice.

KEY ACCOUNTABILITIES

The **Process Operator** will be responsible for:

1. Operating the DGC Canning Plant to ensure:

- High quality products are produced according to SOPs and instructions and ensuring that correct packaging materials are used.
- The plant achieves agreed key performance indicators.
- Production requirements and timeframes are met.
- Plant changeovers are seamlessly managed and within target times.
- Very high levels of plant hygiene are achieved and that not residual product is left about the plant.
- Housekeeping is carried out promptly and efficiently to minimise risks and maintain integrity of the plant.
- High levels of communication are maintained across all shifts and with all plant members.

2. Adhering to DGC Quality Systems & Operating Procedures so that:

- Only high quality products reach DGC's customers.
- Quality systems and procedures are adhered to.
- CCP checks and isolation procedures are followed.
- All documentation is completed fully and neatly.
- Full traceability of packaging materials, finished goods and events is achieved.
- Exceptions are documented and reported and contribute to the rectification of problems.
- Process improvements can be identified and recommended to appropriate team leaders.

3. Participating in continuous improvement activities by:

- Contributing to plant system reviews to ensure the plant is a world class manufacturing facility.
- Identify opportunities for improvement and following through with team leaders to resolve.
- Completing appropriate documentation for improvements as required.

4. Contribute to and participate in a positive health and safety culture at DGC by:

- Following company health and safety procedures and using common sense for all activities undertaken, especially with respect to process machinery and other factory hazards
- Ensuring that all health and safety hazards are identified and risks minimised.
- Reporting incidents and accidents as required.
- Participating in health and safety meetings and improvement activities.
- Supporting the company's environmental goals by optimising recycling of waste.

5. Carrying out any other duties that may be required for the successful achievement of this position.

DIMENSIONS

Staff Reports	<ul style="list-style-type: none">• <i>Direct reports:</i> Nil• <i>Indirect reports:</i> Nil
Financial & Project dimensions	<ul style="list-style-type: none">• Nil
Delegations & Decisions	<ul style="list-style-type: none">• Able to stop plant for any Health & Safety issues and if any quality attribute is at risk, including any CCP failures.
Challenges & Problem Solving	<ul style="list-style-type: none">• Managing operational problems
Other Indicators	<ul style="list-style-type: none">•

WORKING RELATIONSHIPS

Frequent People Contact	Nature of contact
Canning Plant Manager	<ul style="list-style-type: none">• Manager, direction, advice
Team Leader - Canning	<ul style="list-style-type: none">• Leader, direction, advice
DGC staff	<ul style="list-style-type: none">• Peers, direction, support
Service providers	<ul style="list-style-type: none">• Directing maintenance activities & service work
Suppliers	<ul style="list-style-type: none">• Quality of components supplied

PERSON SPECIFICATION

1. Qualifications required for the position

- Qualifications / training in food processing desirable
- Knowledge of FMCG operation

2. Skills, knowledge and experience

- Experience in food processing environments
- Knowledge of process equipment and control
- Experience in the application of quality systems and improvement of systems

ORGANISATION CHART

