

Production Operative

Role & responsibilities

PURPOSE	
<ul style="list-style-type: none"> Why does the job exist? 	<p>To carry out the production and packaging of Booths own label food products. You will work in line with food safety procedures in order to manufacture the highest quality of product.</p>
REPORTING RELATIONSHIPS	
<ul style="list-style-type: none"> Reports to which role? Supervises which role(s)? Peer Relationships 	<p>Reports To: Supervisors</p> <p>Supervises: N/A</p> <p>Peers: Operatives</p>
ACCOUNTABILITIES	
<ul style="list-style-type: none"> Describe all the core outputs of the job. The key areas in which results must be achieved 	<ol style="list-style-type: none"> To demonstrate all of the characteristics of Booths outlined in the Company Purpose. To deliver a high level of service by delivering a warm northern welcome to every colleague and internal customer each and every time. To ensure goods are packaged in line with company standards to minimise waste and ensure the product reaches the stores in a saleable condition. To be aware of the Organic Policy and adhere to this when packing any organic products. To be aware of, and follow all food safety regulations, to ensure all our products meet the highest standards of food safety. To ensure the accurate completion of all paperwork and to ensure it is returned to the appropriate department daily. Maintaining hygiene standards throughout the department. To report any near misses personal injury, accident or damage to any company equipment or machinery to the on duty supervisor or manager as soon as reasonably practicable. To be prepared to work flexibly including early morning, evenings, core days, weekend (in line with your outlined availability) and across different areas of the department, dependent of the needs of the business.

	<p>10. To adhere to all safe and legal practices and to work in accordance with departmental Standard Operating Procedures (SOPs) and guidance notes. (CA)</p> <p>11. To ensure compliance with Company Procedures and Legislation relating to Health & Safety at all times.</p> <p>12. To adhere to company policies and procedures at all times.</p> <p>13. To undertake the necessary training and any relevant refresher training in order to carry out your role in a safe and efficient manner.</p> <p>14. To have a good understanding of department KPI's and contribute to maintaining and improving them.</p> <p>15. To be an active member of the team undertaking any other duties within the department as reasonably directed by Supervisors and management in the interest of customer service and efficiency. Duties may include (list not exhaustive)</p> <ul style="list-style-type: none"> • Decanting of the manufacturing pick, in to manufacturing trays. • Be aware of the need for energy conservation, and support all on site initiatives.
KEY WORKING RELATIONSHIPS	
<ul style="list-style-type: none"> • <i>Identify the most significant internal and external relationships</i> 	<p>Internal: Management team</p> <p>Operatives</p> <p>External: Local authorities</p> <p>External auditors</p>

All employees are also responsible for complying with their duties and responsibilities under both national legislation and Booths Company policies regarding Health and Safety and Data Protection.

I understand and accept the accountabilities of this role.

Employee Signature _____ Date _____

Criteria

Criteria	Essential/Desirable
Qualification	
GCSE Maths & English grades A-C or equivalent	D
Basic Food Hygiene	D
Basic Health and Safety	D
Basic Maths and English	D
COSHH	D
Knowledge	
Understanding of basic manufacturing operations	D
Statutory regulations with regard to Health & Safety and Food Hygiene	D
Knowledge of Company policies and procedures	E
Knowledge of company organisation structure	
Ability to meet deadlines	E
Effective communication	E
Knife skills (cutters only)	D
Character	
Impactful	E
Innovative	E
Courageous	E
Uncompromising	E
Responsible	E
Caring	E
Warm	E
Authentic	E
Experience	
Food manufacturing environment	D
Basic machinery operation	D