

Waharoa Packing Operator - Powder (Waikato)

This position description provides an indicative outline of the purpose and accountabilities of the role, specific performance requirements and expectations. In addition to these key areas of responsibilities, additional duties may be required from time to time; therefore, this is not to be seen as an exhaustive list. This Position Description should be read in conjunction with the respective IEA and the OCD Employee Handbook.

Title and Reporting Relationships

Position Title: **Packing Operator**

Business Unit: Operations

Function: Manufacturing

Location: Powder - Waikato

Reports to: Production Supervisor

PD Approved by: *S. Flintoff*

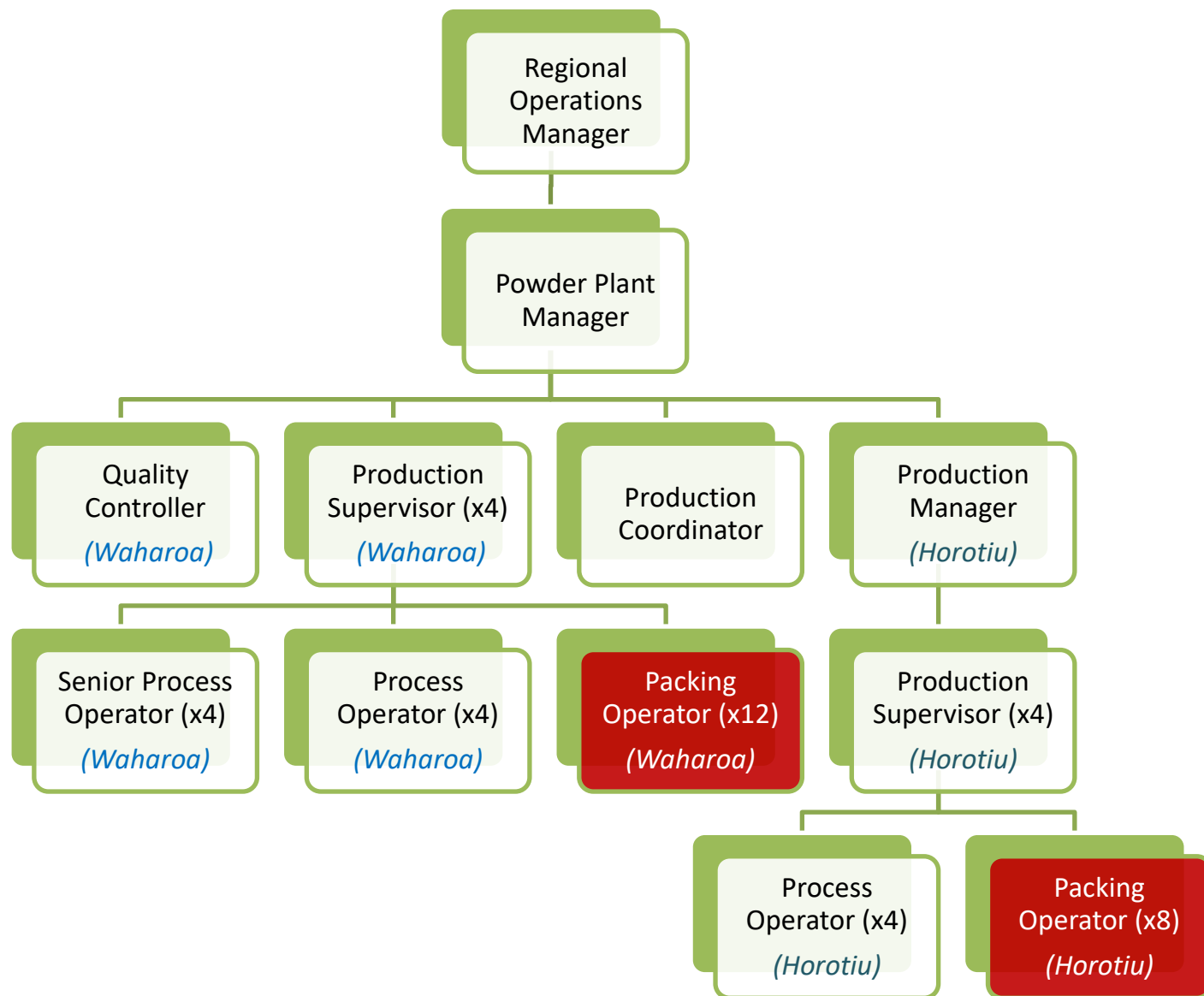
Date: 15.06.2026

Main Purpose of Position

The Packing Operator in the Waharoa & Horotiu Powder Plants is responsible for the effective and efficient operation of the Powder packing lines and associated powder handling duties, along with the packaging of AMF. The scope includes warehouse management, dry ingredients debagging, plant cleaning, general plant duties and other tasks as required.

Waharoa Packing Operator - Powder (Waikato)

Organisational Relationships



Waharoa Packing Operator - Powder (Waikato)

Key Responsibilities				
Key Focus	% of Total Role	Objective (What)	Means (How)	Rank
Health, Safety & Risk	10	Support a healthy and safe work environment in the Plant. Identify opportunity to minimise losses to the business. Safe operation of equipment. Ensure contractors comply with company policies.	Meet KPI targets. Operate within standard SOP safety guidelines. Timely identification and correction of hazards or safety issues. Be involved with, and support company Health, Safety & Risk policies. Where possible attend H&S meetings.	1
Powder Operations & Environment	60	Operate the Powder Packing & AMF Packaging Plants in accordance with Production Manual to maximise the quality, efficiency, effectiveness of the operations, achieving agreed productivity and waste reduction targets. Ensure well managed acceptance and storage of ingredients and packaging. Ensure accurate product dispatch documentation. Ensure well managed acceptance and storage of ingredients and packaging. Communicate non-conformance and issues that need addressing.	Follow prescribed SOP manuals covering the processes from Manufacturing to product dispatch. Measurement of Performance, process improvement, application of problem-solving disciplines. Maintain accurate log sheets Corrective action systems. Meeting KPI's Quality presentation of product, uniform palletizing and wrapping. Safe storage. Product transfer and compliance documentation complete and accurate. Effective communication.	2

Waharoa Packing Operator - Powder (Waikato)

Quality & HACCP	20	Maintain quality and HACCP procedures. Maintain operation as per the Milk Powder, Powder packing and Stores SOP's Ensure bag weights compliant with trade and metrology standards Ensure accurate product coding and labelling. Effective communication on non-conformances	Have a clear understanding of site compliance requirements. Follow SOP instruction covering: Filler Operation Product sampling CCP management Bag RO Inspection Bag and seal integrity testing Robot operation Bag coding and labelling Documentation Housekeeping De bag and stores operation Achieve the expected result. Communicate issues that may affect performance. Communicate issues in a timely manner to ensure immediate corrective action.	3
Process Improvement & Cost Control	10	Provide Process Improvement initiatives in the Plant. Ensure efficient line operation by controlling raw material movements and identify opportunities for improvement. Ensure that the plant is well presented and well maintained.	Problem solving and benchmarking techniques. Standard operating procedures. Attention to detail, pride in plant appearance by employing appropriate cleaning regimes.	4

Waharoa Packing Operator - Powder (Waikato)

			Be proactive and involved.	
Major Challenges				
Produce product "first time right".				
Achieving productivity and waste reduction targets in the Plants.				
Managing toward and achieving the production plans.				
Actively supporting process improvement corrective action activities.				
Actively supporting set production management disciplines.				
Fostering a culture consistent with the values of the Company, general good business sense and discipline.				
Supporting the Production Supervisor in maintaining plant services, steam, chemicals, etc.				

Decision Making Authority	
Authorised to make packing and handling equipment adjustments to ensure smooth day to day running of the plant	
Authorised to recommend process actions to ensure product specifications are met during production	
Authorised to recommend improved process actions to ensure product yields and quality are optimised	
Authorised to recommend actions to protect staff, equipment and environment when necessary	

Working Relationships	
Most Frequent Contact	Nature or Purpose of Contact
Production Supervisor, Process Operator, Services Operator	Day to day running of the plant
Plant Manager, Production Manager & Production Coordinator	Operational management issues
Quality and Compliance team, Powder quality control	Quality control and improvements
Quality and Compliance team	Product sampling and testing
Warehousing team	Receiving raw materials Ingredients. Transfer finished goods.
Contractors – Waste, Consumables, Compliance	Day to day requirements
Maintenance staff	Plant Repairs & Maintenance.

Waharoa Packing Operator - Powder (Waikato)

Qualifications, Experience & Competencies		
Requirement	Essential	Desirable
Education	NCEA Level 1 (or similar attainment of recognised learning)	A relevant tertiary qualification Diploma in Dairy Technology Fork hoist Licence First Aid Certificate
Experience	Process or Manufacturing	Process Control
Technical / Functional Skills	Possess a mechanical aptitude and can demonstrate problem solving techniques Accurate numeracy skills Can demonstrate basic computer skills (Microsoft Office) Proven administrative skills	
Industry Experience		Milk Powder & AMF Production / Packing Primary Industry Compliance