

Wanganui Packing Operator

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 Hand Book.

Title and Reporting Relationships

Position Title: **Packing Operator - Powder**

Business Unit: Operations

Function: Manufacturing

Location: Wanganui

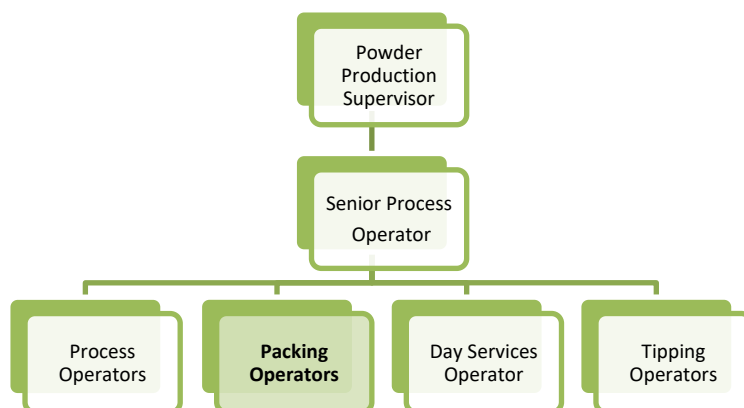
Reports to: Powder Production Supervisor/Senior Process Operator

PD Approved by: _____ Date: _____

Main Purpose of Position

The Packing Operator at Wanganui is responsible for the effective and efficient operation of the powder packing line and associated powder handling duties. The scope includes assisting with processing duties, boiler management, warehouse management, lactose & SMP debugging, plant cleaning and general duties and other tasks as required.

Organisational Relationships



Wanganui Packing Operator

Key Responsibilities				
Key Focus	% of Total Role	Objective (What)	Means (How)	Rank
Health, Safety & Risk	10	Support a healthy and safe work environment. Identify potential to minimise losses to the business. Safe operation of equipment. Ensure that contractors comply with Company policy.	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	45	Operate the Powder Packing Plant, Palletizing, Stores and or De bagging in accordance with Standard Operating Procedures to maximise the quality, efficiency, effectiveness of operations, achieving agreed productivity and waste reduction targets. Ensure well managed acceptance and storage of ingredients and packaging. Ensure accurate product dispatch documentation. 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
Quality & HACCP	30	Maintain quality and HACCP procedures. Maintain operation as per the Milk Powder, Powder packing and Stores SOP's	Have a clear understanding of site compliance requirements. Follow SOP instruction covering : Filler Operation Product sampling CCP management Bag RO Inspection	3

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Key Responsibilities				
Key Focus	% of Total Role	Objective (What)	Means (How)	Rank
		Ensure bag weights compliant with trade and metrology standards Effective communication on non-conformances	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.	
Process Improvement & Cost Control	15	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. Be proactive, and involved.	4

Major Challenges
Produce product "first time right".
Achieving productivity and waste reduction targets in the Plant.
Acting as relief to other shift roles as required
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 Powder Production Supervisor in maintaining plant services, steam, chemicals, etc.

Wanganui Packing Operator

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
Shift Supervisor, Senior process Operator, Process Operator, Tipping Operator	Day to day running of the plant
Production Manager	Operational management issues
Site Manager	Operational issues and improvements
Technical Manager & assistants	Quality control and improvements
Maintenance staff	Plant Repairs & Maintenance.
Compliance Assistant	Product sampling and testing
Contractors – Waste, Consumables, Compliance	Day to day requirements

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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 Production / Packing Primary Industry Compliance