

Job Description Form

Job Title:	Machine Minder	KPI's and Dimensions:	
Reports to:	Shift Operations Leader	To include; -Shift Performance -Completion of daily Production Schedule (99% Customer Service) -Quality -First time Quality (< 1 NCR per month) -Hygiene/Housekeeping -Hygiene and 5S audit scores -Health and Safety -Accidents\Frequency, Reporting and Investigation, Risk Assessments -Conversion Costs -Raw Materials usage 99%+ - Packaging materials usage 97.5% + -Minimise rework and overfill (giveaway). -People -Manage break times.	
Responsible for: (direct reports)	Line / General Operators		
Main Purpose of Job:			
To manage their designated area team of Operators to achieve daily production plans, utilise plant and materials efficiently and maintain and record accurate records. To ensure that team members are gainfully employed and G.M.P.'s are being adhered to. To support the team and other dept's to achieve company objectives.			
Main Responsibilities:			
<p>1. CUSTOMER SERVICE – to support the pack-house for achievement of the production plan.</p> <p>2. PLANT PERFORMANCE – to optimize plant performance via measurement & monitoring including line speeds v target, output rates, waste levels, quality & hygiene. To action rework quickly. Implement quick changeover methodologies to ensure timely and effective changeovers and start ups.</p> <p>3. QUALITY – Responsible for carrying out quality checks on all finished goods / WIP leaving the area. Responsible for ensuring that accurate production records are maintained. Uphold and promote the quality standards, including control of foreign bodies. Managing the effectiveness of the “clean as you go” policy in your area.</p> <p>4. CULTURE DEVELOPMENT –To continuously inform and involve all relevant personnel in the exchange of information necessary to ensure alignment to current and future objectives. To maintain the line information notice-board up to date..</p> <p>5. PEOPLE MANAGEMENT AND DEVELOPMENT – To co-operate with all relevant parties to ensure that the skills & training requirements of the team are addressed. To work alongside the Supervisor to motivate a team to achieve shared business objectives.</p> <p>6. HEALTH AND SAFETY – To contribute towards maintaining high health and safety standards in the area of responsibility and to carry out all duties and specific responsibilities in compliance with Health and Safety Policies and Procedures. To co-operate with the completion of audit schedules.</p> <p>7. INNOVATION / IMPROVEMENT – to promote continuous improvement and as part of the team proactively seek new & improved methods of working to increase efficiency in the overall production process.</p> <p>8. PROBLEM SOLVING – to participate in problem solving & trouble shooting in an attempt to identify root causes & take fast & effective responses to problems.</p> <p>9. TEAM-WORKING - To work collaboratively with other teams / functions in undertaking these responsibilities.</p>			
		Competencies:	Competencies:
		<ul style="list-style-type: none"> ➤ Forward Thinking ➤ Results Focus ➤ Initiative 	<ul style="list-style-type: none"> ➤ Proactive Cooperation ➤ Leading People ➤ Practice what you Preach
		Skills and Knowledge:	
		<ul style="list-style-type: none"> [Organisational and delegation skills to achieve agreed targets [Problem solving ability to resolve issues [Improvement methodologies [Effective communication [Flexible and adaptable approach 	
Judgement and Decision Making:		Required Qualifications and Experience:	
Problem-solving People management		<ul style="list-style-type: none"> [Understanding of factory operations [Behavioural Safety awareness / Risk Assessment experience [Basic Food Hygiene Qualification 	