



Job Description

Name:	
Job title:	Production Operator – Picking and Packing
Department:	Picking and Packing
Location:	Alton
Contract:	Permanent
Hours of work:	08:00 – 16:45 Mon- Fri (41.25 hrs/wk)
Reporting to:	Supervisor – Picking and Packing

Job purpose

To pick materials / products from their stored locations that are needed to satisfy customer orders, muster them in a controlled manner, check to ensure all items are correct and then pack onto pallets in a safe and appropriate manner for onward shipping to the customer, UK or worldwide.

Main duties

The main duties include:

- Reading and understanding the requirements of the works orders / sales order.
- Pick materials / product from stores and muster consignment in a pre-determined area.
- QC check all materials against work order / sales order, product, quantity, quality / condition of goods.

- Palletize and wrap product in a safe and organized manner for outgoing shipment.
- To understand and follow required Standard Operating Procedures (SOP's) for the area.
- Locate materials into the warehouse ready for picking, ensuring correct labeling, part number, batch number quantity etc are visible.
- Be productive in pick and pack rates.
- Label buckets / boxes / tubes with product labels, tactile triangles and safety labels to correct standard
- Fill machine hoppers to ensure continuous supply of product to machines (Bagging & Auto wax lines)
- Perform housekeeping duties to ensure unit is kept clean and tidy
- Complying with health and safety advice and procedures
- Dispense wheat / grain from storage sacks to shipping bags
- Any other reasonable request from your line manager or senior member of staff.

Level 2 skills

- Mixing grain according to SOPs
- Decant fluids from drums into shippable containers
- Contribute and participate to the units 5S program
- Weighing and mixing of product to support production and customer needs
- Deliver customer orders on time, to correct quality and packing standard
- Quality checks and packing direct from Bagging / Auto-wax lines.

Level 3 skills.

- Completing documentation and scan to folder to ensure product tractability is maintained
- Perform random PI checks on raw materials
- Actively contribute towards continuous improvement projects through ideas and implementation
- Perform QC checks on team members to ensure consignment is correct
- Full understanding of export requirements and able to lead export tasks

Level 4 skills

- Lead project team to complete a continuous improvement project
- Take team responsibility for a table packing process (Pelsis etc)
- Perform system transactions – work order closure, material transfers, placing material to stock
- PI checks on all high valued goods on a monthly basis (80% holding value)
- Investigate PI count inaccuracies and determine root cause & corrective actions.

- Facilitate morning toolbox talks and actively engage in performance understanding
- Budget awareness and understanding
- Investigate customer complaints in a timely manner and recommend suitable preventative actions

Skills include:

- Working well under pressure.
- Good verbal and written communication skills.
- Relevant technical knowledge, MRP, inventory control
- Working within a warehouse environment (picking and packing)
- Aware of health and safety requirements
- Reasonable analytical understanding
- Forklift truck license
- Continuous improvement knowledge and implementation

Budget responsibility

No

Last updated: 12/11/19

Date of next review: