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| **ROLE PROFILE**  |
| Job title | Production Operative Grade B | Date | 23rd February 2021 |
| Department | Operations |
| Location | Trafford Park |
| **ROLE SUMMARY** Summarise in one or two sentences the highlights of the job in terms of its purpose and overall responsibility.  |
| To ensure the timely production of bakery goods to agreed standards, safely and effectively. |
| **REPORTING STRUCTURE** |
| Reports to | Shift Manager |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Ensure the timely and efficient production of bakery goods to agreed targets and specifications.
* Should ensure all paperwork is completed in a timely manner and to the required standard.
* Should complete all work to the highest quality standards at all times, adhering to all quality systems and legal regulations in place.
* Should work on own initiative and in conjunction with the Section Leader to prioritise tasks.
* Should operate in a safe and correct manner at all times. Should also ensure the area of work is a safe place to work within at all times for yourself and others. PPE will be provided and it is your responsibility to ensure that you wear the correct PPE.
* Should adopt and enforce good housekeeping and hygiene practices at all times.
* Should possess the correct competencies, at the correct level relevant to the job function as detailed in the competency matrix i.e. Wrapping, Divider, De-Panner etc.
* Should proactively and continually strive to improve the production process and working environment.
* Should be professional at all times and possess the values and behaviours adopted by the company.
* Should proactively work within multi-disciplined teams in order to achieve agreed objectives.
* Should have a good understanding of the production processes and business objectives.
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| **Essential Skills / Experience:*** Experience of working in a food manufacturing environment.
* Able to follow written and verbal instructions
* Excellent attention to detail
* Positive, flexible attitude
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