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| ROLE PROFILE |
| Job title | Advanced Intake Operative  | Date | 2025 |
| Business | Savoury Pastry – Walker & Son  |
| Department | Supply Chain  |
| Location | Madeline Road, Leicester  |
| ROLE SUMMARY  |
| The timely processing of deliveries of meat and other ingredients into the bakery. This role also plays an important part in use by date reporting and facilitates the receipt of Dry Goods Seasonings and other ingredients from the Dry Goods Area.  |
| REPORTING STRUCTURE |
| Reports to | Team Leader  |
| Direct & indirect reports | No |
| Key internal stakeholders | All operational departments  |
| Key external stakeholders | Retail customers & consumers  |
| SKILLS & ABILITIES  |
|  * The advanced intake operative is responsible for the processing of meat and other ingredients such as cheese and vegetable deliveries into the bakery, against agreed specifications and tolerances.
* The operative checks the quality of the delivery, the booking on System 21 using PGR and labelling as per the Bakery process.
* Responsible for conducting a physical inspection of meat over the inspection table.
* Conducts variance to expected delivery reporting to Planning, using MS Office.
* Move ingredients into the right location using MHE.
* Conducts reports of ingredients approaching end of life.
* Disposal of out-of-date ingredients.
* Housekeeping/GMP standards of the Intake Area.
* Facilitating Dry Goods Yardman and the location of Seasonings.
* Area clearance of empty Dolav.
* Use of the Salvo lock process.
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| KNOWLEDGE & UNDERSTANDING |
| * Generally, works within set operating procedures but can make decisions from acceptable options.
* Required to source, collate and interrogate information both within own job area and across other functions. At times, also required to allocate tasks and instruct others.
* Undertake a range of diverse tasks which are complicated in nature. Required to switch between tasks frequently.
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| * Experience of working within a manufacturing, production or factory environment would be of benefit.
* Ability to organise and co-ordinate multiple tasks. The ability to collate, interrogate and record information necessary for the correct recording for traceability/food safety records
* Improving efficiencies through smarter working, cost reductions, waste reduction.
* Knowledge of products, processes and procedures within relevant area
* Good problem solver with ability to make decisions within own remit and initiative to resolve issues.
* Ability to communicate effectively with all levels
* Quality minded with a high degree of accuracy, and able to work under pressure
* Flexible approach to working patterns and able to react to production changes
* Good organisational skills with the ability to work to strict deadlines
* A thorough and methodical approach to tasks
* Able to safely use a PPT & A5 Pallet Stacker
* Able to use MS Windows and System 21.
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| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| Competency | Descriptors |
| Values People | Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times. |
| Customer Focus | Is passionate about quality, striving to continuously make a positive difference for our customers and our consumers. |
| Collaborative Team Working | The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with our Purpose Statement and Company Values. |
| Flexibility & Adaptability | The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs. |
| Initiative & taking ownership | Steps up to take on personal responsibility and accountability for tasks and actions in line with our Purpose Statement and Company Values. |