

|  |
| --- |
|  ROLE PROFILE |
| Job title | Bowl Chopper/Preparation Operative  | Date | 09/01/2025 |
| Business | Walkers Deli & Sausage Co |
| Department | Low risk Pate PM |
| Location | Walkers Deli & Sausage Co. 78-88 Cobden Street, Leicester, LE1 2LB |
| Grade | GRADE 4 |
| ROLE SUMMARY  |
| We have a fantastic new job opportunity for a Food Preparation Bowl Chopper who is an ambitious, driven and passionate individual with the self-motivation and the ability to prioritise tasks and deadlines. As a Food Manufacturing Operative / Food Preparation, Bowl Chopper You will be directly responsible for producing recipes to the correct specification and flavour.  |
| REPORTING STRUCTURE |
| Reports to | Team Leader |
| Deputy | N/A |
| Direct & indirect reports | None  |
| Key internal stakeholders | Production Management |
| Key external stakeholders | Distribution and Customers |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| **General Responsibilities:*** Ensure that the product produced adheres to the agreed Quality parameters (product meets the requirements of the QAS).
* Ensure that all relevant food safety procedures are adhered to and to highlight any issues seen.
* To effectively manage the line, processes to produce agreed quality food products, whilst ensuring service levels and all company targets are achieved and improved upon
* To provide local control of a line and/or activity within the Production environment by the effective and efficient utilisation of labour, machinery and materials
* To produce and analyse Key Performance Data for the business
* Ensure that all relevant food safety procedures are adhered to and to highlight any issues seen.
* To liaise with Team Leader and Area Manager as required

**Role Specific Responsibilities**:* Follow the production schedule, unless a change has been communicated to you by a Team Leader.
* Monitor, communicate and where appropriate, intervene to ensure a steady flow of materials are achieved in the area at all times.
* Ensure product quality is continuously monitored through the shift, communicating effectively to the Team Leader, so they are fully aware of quality requirements and any issues.
* Filling relevant paperwork as per requirement & CCP checks on Lines.
* Following the plan compliance and passing all relevant information to Team leader in timely manner.
* Making sure production line is running as per Audit ready standard.
* Ensure that all processes are carried out correctly/ to standard, first time to avoid waste.
* To communicate at all levels sharing information, knowledge, instructions, advise, support and understanding.
* Assume overall responsibility for the safety of self, whilst at work ensuring that all requirements as trained and laid down within the Company handbook, Company Health and Safety and Hygiene policies are adhered to
* To carry out other duties that may reasonably be requested ensure the efficient running of the department and business
 |
| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| * Good level of English as need to complete traceability paperwork
* Need to be computer literate for reporting
* Needs to handle raw meat
* Experience of working within a manufacturing, production or factory environment. Previous experience of working within the food industry is essential.
* 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
* Knowledge of products, processes and procedures within relevant area
* Commercially aware with some understanding of unit costs/yields
* 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
 |
| 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 | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* |
| 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 PQP and Federalism.* |
| 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 PQP and Federalism.* |
| Drive for Excellence | *Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.* |
| Resource Management | *Effectively manages resources and cost drivers to achieve sustainable productivity and profitability.* |
| Technical Expertise | *Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop.* |
| Self-Management | *Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities and resources can be managed to achieve goals.* |