

JOB DESCRIPTION – RE-PACK OPERATIVE

The function of the Re-Pack Operative is to ensure that the production of all products within Blends Ltd, is carried out in accordance with Blends work instructions and hygiene standards.

The tasks of a Re-pack Operative are: -

To operate equipment as required by the Re-Pack Supervisor so that goods are produced efficiently, safely, and hygienically.

To maintain working conditions and equipment to standards set by the Company, enforcing Blends Policies and reporting any issues.

Upkeep hygiene and workplace standards within department, ensuring PPE, Personal Hygiene and H&S rules and regulations are enforced at all times.

Ensure working hours are upheld for designated area (clocking on).

Use initiative and engage for continuous improvement, undergoing training on a regular basis.

Interact with fellow employees in a civil manner,

To ensure the quality of the product is maintained and liaise with the Production Supervisor or Production Manager to make sure agreed specification are met.

To carry out procedures which safeguard themselves and the health and safety of other staff.

To record all required information on relevant documentation.

To abide by the company rules and conditions relating to time keeping, break times, absenteeism, illness, and holiday leave etc.

The Re-Pack Operative is accountable to the Re-Pack Supervisor when absent from work, cover will be provided by a designated member of staff.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.