Dairy Factory General Operative

Dairy processing

Job title	Dairy Factory General Operative
Department	Dairy processing
Reports to	Team Leader
Direct reports	None
Location	*[To be confirmed by the employer]*
Contract type	*[Permanent / fixed-term / other]*
Salary and benefits	*[To be confirmed by the employer]*

Job purpose

Helps keep the dairy factory running by feeding production lines, packing products and moving materials. Keeps work areas clean and follows food safety and health and safety rules at all times.

Key responsibilities

Packing and line work

- Feed packaging, lids, labels and other materials onto the line
- Pack products into boxes, crates or trays and stack them on pallets
- Check that packs are sealed, labelled and date coded correctly
- Remove damaged or faulty packs and tell the Team Leader
- Move between lines and tasks as needed

Moving materials

- Move materials and finished goods using pallet trucks and trolleys
- Lift and carry items using safe manual handling methods
- Rotate stock so that older materials are used first
- Keep stock and pallet areas tidy and clear

Cleaning and hygiene

- Keep work areas clean, tidy and free of waste
- Follow hygiene rules on hand washing, clothing, hair nets and jewellery
- Put waste and recycling in the correct bins
- Help with cleaning at the end of each shift

Safety and teamwork

- Follow safety rules and wear the PPE provided
- Report accidents, near misses and hazards straight away
- Fill in simple checklists and records accurately
- Work well with the team and follow instructions from the Team Leader

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Qualifications and experience

Essential

- Basic reading, writing and number skills
- Ability to follow instructions and simple written procedures
- Willingness to learn
- Good attendance and timekeeping
- Willingness to work shifts, including early starts, nights and weekends

Desirable

- Basic food hygiene certificate or similar
- Experience in a factory, warehouse or food production setting
- Certificate to use a pallet truck or forklift

Skills and attributes

- Attention to detail
- Teamwork
- Reliability
- Working at a steady pace
- Flexibility to change tasks
- Clear communication

Measures of success

- Packing and line targets met each shift
- Packs correctly sealed, labelled and coded
- Clean and tidy work areas at all times
- Packaging and product waste within target
- Good attendance and timekeeping
- No accidents or injuries

Working conditions and safety

Shift work in a food factory, which may include early starts, nights and weekends. The work involves standing for long periods, repeated movements and lifting, sometimes in cold or noisy areas; PPE and training are provided.

- Follow health and safety rules and safe systems of work, and wear the correct PPE
- Follow food safety, hygiene, HACCP and quality procedures at all times
- Report hazards, accidents, near misses and concerns promptly

This job description outlines the main duties of the role. It is not a complete list, and the employer may update it as the business changes, in consultation with the jobholder.

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