Dairy Process Operator

Dairy processing

Job title	Dairy Process Operator
Department	Dairy processing
Reports to	Shift Supervisor
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

Runs dairy processing equipment such as pasteurisers, separators and evaporators during a shift. Follows written procedures (SOPs) to make safe, good-quality product, does routine checks and keeps accurate records.

Key responsibilities

Running the plant

- Start up, run and shut down pasteurisers, separators, evaporators and similar equipment using SOPs
- Set and check temperatures, flows, pressures and tank levels during the shift
- Change over products and lines as the production plan says
- Watch the control screens and act quickly on alarms
- Work with other operators to keep milk and product moving between areas

Checks and records

- Take samples and do basic tests, such as temperature, fat or solids checks
- Check pasteurisation temperatures and hold times and record them
- Fill in process logs and checklists accurately and on time
- Record batch and traceability details for every run
- Tell the Shift Supervisor straight away about any result outside the limits

Food safety and hygiene

- Follow food safety rules on hand washing, clothing and hygiene zones
- Hold back any product that may be unsafe or out of specification
- Make sure equipment has been cleaned before production starts and after it ends
- Keep the work area clean, tidy and free of spills

Safety and teamwork

- Follow safe ways of working, lock-out rules and PPE rules at all times
- Report accidents, near misses and unsafe conditions straight away

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- Give and receive a clear handover at each shift change
- Report faults to maintenance and help with simple repairs where trained
- Suggest ideas to reduce waste and stoppages

Qualifications and experience

Essential

- Good basic reading, writing and number skills
- Some experience in a factory, food or processing setting
- Ability to follow written procedures exactly
- Basic computer skills, for example using a touchscreen or control screen
- Willingness to learn and complete on-site training
- Willingness to work shifts, including nights and weekends

Desirable

- Basic food hygiene certificate or similar
- Experience running pasteurisers, separators or evaporators
- Basic knowledge of HACCP (food safety controls)

Skills and attributes

- Attention to detail
- Careful record keeping
- Reliability and good timekeeping
- Clear communication with the team
- Practical, hands-on approach
- Staying calm and acting quickly when problems happen

Measures of success

- Production plan completed on time each shift
- Product meets quality and food safety specifications
- Complete and accurate process logs
- Product loss and waste within target
- No accidents or injuries

Working conditions and safety

Shift work on a production site, which may include nights, weekends and 12-hour shifts. The work involves standing and walking for long periods in noisy, warm or wet areas near moving machinery; 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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