Dairy UHT Packing Operator

Dairy processing

Job title	Dairy UHT Packing Operator
Department	Dairy processing
Reports to	Production 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

Operates the aseptic filling downline and palletising equipment that follows the UHT plant, making sure every pack is correctly sealed, coded and palletised. Helps process operators run the UHT plant and works to customer specifications, food safety rules and production targets.

Key responsibilities

Downline and palletising operation

- Run aseptic fillers, case packers, shrink-wrappers and the palletiser to the production plan
- Set up and verify packaging and date code changes, and get them signed off before production starts
- Help process operators with UHT plant start-ups, sterilisation, product changes and shutdowns
- Spot developing faults on downline machines early and fix or escalate them before output is lost
- Keep packaging materials supplied to the line and move finished pallets by forklift

Quality and food safety

- Check pack integrity, seals, fill levels and code legibility at the set frequency and record the results
- Monitor critical control points on the downline and tell the supervisor about any new or changed CCPs
- Take samples for incubation and laboratory testing as set out in the sampling plan
- Quarantine and report any product that does not meet specification
- Clean and sanitise downline equipment to schedule
- Support customer, regulatory and internal audits and act on findings

Records and improvement

- Log production volumes, packaging waste, downtime and stoppage causes for every shift
- Enter batch and traceability information into the food safety and production systems
- Raise engineering requests in the CMMS and help with planned maintenance
- Take part in continuous improvement projects to cut waste and raise line efficiency

Health, safety and environment

- Follow safe systems of work, lock-out procedures and PPE rules at all times

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- Report incidents, near misses and unsafe conditions without delay
- Maintain high standards of housekeeping around the downline and pallet areas
- Minimise packaging and product waste and follow site environmental controls

Qualifications and experience

Essential

- Good standard of secondary education, including literacy and numeracy
- Previous experience running high-speed packing, filling or palletising machinery
- Understanding of food safety, HACCP and quality control on a production line
- Forklift licence, or willingness to gain one
- Ability to work 12-hour rotating day and night shifts

Desirable

- Experience in UHT, aseptic or other liquid dairy packing
- A technical, dairy or science qualification
- Experience using an ERP system or CMMS

Skills and attributes

- Mechanical aptitude
- Careful record keeping
- Attention to detail, especially on codes and labels
- Clear communication at shift handover
- Punctuality and self-motivation
- Teamwork across production, quality and engineering

Measures of success

- Line efficiency and production targets met
- No product rejected for coding or packing faults
- Packaging and product waste within target
- No customer complaints traced to downline errors
- Accurate and complete shift and quality records
- No lost-time injuries

Working conditions and safety

Rotating 12-hour day and night shifts on a continuous production site. Factory-floor work in a hygiene-controlled area with noise, moving machinery and manual handling; full PPE is provided and required.

- 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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