Milk Powder Packing Operator

Dairy processing

Job title	Milk Powder 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

Runs the automated powder packing and palletising line on shift, turning finished milk powder into correctly filled, coded and palletised product. Works to food safety, quality and production targets, and supports the spray dryer and evaporator control room operators when needed.

Key responsibilities

Packing line operation

- Set up, start and run the powder packing line, from bag or can filling through to wrapped and labelled pallets
- Carry out product and packaging changeovers in line with the production plan and standard operating procedures
- Check that the correct packaging materials, labels and batch codes are loaded before each run
- Monitor fill weights, seal quality and metal detection, and act quickly on any faults
- Support control room operators on the spray dryer and evaporator when the shift requires it
- Arrange transfer of finished pallets to the warehouse and keep the line supplied with materials

Food safety and quality

- Follow the HACCP plan and food safety management system at every stage of packing
- Take product samples at the set frequency and send them to the laboratory
- Record quality checks, batch details and traceability data accurately in the ERP system
- Complete cleaning and hygiene tasks to schedule, including dry cleaning of powder-contact areas
- Hold and report any product that may be out of specification
- Take part in internal, customer and regulatory audits and help close out actions

Performance and improvement

- Record output, yield, waste and downtime for each shift and report them to the supervisor
- Raise maintenance requests promptly in the CMMS and help engineers with planned maintenance
- Carry out basic operator maintenance and fault-finding on packing and palletising equipment
- Suggest and help put in place changes that cut waste, downtime and cost

© 2026 Dairy Jobs (Specialist Recruiters Ltd). Free to adapt for your own vacancies. Not for resale.

Health, safety and environment

- Work safely, wear the correct PPE and follow lock-out and permit-to-work procedures
- Report hazards, near misses and incidents straight away
- Keep the packing hall clean and tidy to control powder dust and hygiene risks
- Follow site rules on waste, effluent and air emissions

Teamwork and communication

- Hand over clearly to the next shift, covering product status, faults and open actions
- Work closely with production, quality, engineering and warehouse colleagues
- Help train new operators on packing line procedures

Qualifications and experience

Essential

- Good standard of secondary education, including literacy and numeracy
- Experience running high-speed automated filling or packing machinery
- Working knowledge of food safety, HACCP and good manufacturing practice
- Experience of accurate record keeping in a regulated production environment
- Willingness to work rotating shifts, including nights and weekends

Desirable

- Experience in dairy or food powder manufacturing
- A technical, dairy or science qualification
- Forklift licence
- Experience using an ERP system or CMMS

Skills and attributes

- Mechanical aptitude and basic fault-finding
- Attention to detail
- Clear written and verbal communication
- Reliability and punctuality
- Ability to work on own initiative and as part of a team
- Commitment to safe working

Measures of success

- Packing line efficiency and output targets met
- No product rejected for packing or labelling errors
- Waste and rework kept within target
- Complete and accurate production and quality records
- Full compliance in hygiene and food safety audits
- No lost-time injuries

Working conditions and safety

Shift work on a continuous production site, including nights and weekends. Factory-floor work in a hygiene-controlled packing area with powder dust, noise and manual handling; full PPE is 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

© 2026 Dairy Jobs (Specialist Recruiters Ltd). Free to adapt for your own vacancies. Not for resale.

- 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.

Recruiting for this role? Advertise it on Dairy Jobs and reach a combined network of over 250,000 dairy professionals worldwide: dairyjobsearch.com/advertise-dairy-jobs

© 2026 Dairy Jobs (Specialist Recruiters Ltd). Free to adapt for your own vacancies. Not for resale.