Milk Reception Operator

Dairy processing (milk intake and raw milk storage)

Job title	Milk Reception Operator
Department	Dairy processing (milk intake and raw milk storage)
Reports to	Production Shift Supervisor (or Milk Reception Team Leader on large sites)
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

Receives every tanker of raw milk, checks the seals and paperwork, and tests the milk before it is unloaded. Keeps the silos cold and in rotation, cleans tankers and silos, and records every load so it can be traced back to the farms. It is the first food safety check in the factory.

Key responsibilities

Receiving tankers

- Check the seals, delivery paperwork and farm or route identity of each tanker on arrival
- Take a representative sample from each compartment before any milk is unloaded
- Measure the volume of each load by weighbridge or flow meter and record it
- Unload the milk through the filter, de-aerator and cooler to the silo the plan says
- Direct tanker drivers safely in the bay and keep them informed
- Keep the production planner informed of arrivals and the milk balance

Testing and acceptance

- Test every load before unloading: temperature, appearance and smell, and a rapid antibiotic (inhibitor) test
- Where the site uses them, do an acidity or alcohol stability test and a freezing-point check for added water
- Measure fat and protein on the site instrument or send samples to the laboratory
- Treat any result outside the limit as a failure, however small the margin, and never re-test to get a pass
- Reject any load that fails the antibiotic test and never unload it into a silo; tell the supervisor and the milk supply team at once and record it
- Hold any load with a broken seal, missing paperwork or a doubtful result until the supervisor has decided

Silos, cooling and cleaning

- Cool incoming milk to the site target, typically 4 °C or below, before it enters an insulated silo
- Check that silos are agitating and within target temperature, and act on any alarm
- Use silos in rotation so older milk is processed first, within the site holding time before processing or thermisation

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- CIP the inside of every tanker after unloading and confirm the wash has completed
- Clean silos between fills on the set schedule and check they are clean before refilling
- Keep the tanker bay, sample station and hoses clean

Records, safety and teamwork

- Record the farm or route identity, volume, test results and silo allocation for every load
- Reconcile the volumes on the delivery paperwork with the weighbridge or meter each day and report any difference
- Follow safe ways of working around reversing tankers, hoses and CIP chemicals
- Report accidents, near misses and unsafe conditions straight away
- Give and receive a clear handover at each shift change
- Report faults on pumps, meters, coolers and valves to maintenance

Qualifications and experience

Essential

- Experience in a dairy or food factory, or of handling milk on a farm
- Ability to follow written procedures exactly
- Ability to do simple tests and record results accurately
- Comfortable with early starts and rotating shifts, including nights and weekends
- Willingness to work outdoors in the tanker bay in all weathers
- Good number skills for volumes and reconciliations

Desirable

- Basic food hygiene certificate or similar
- Basic knowledge of HACCP (food safety controls)
- Experience of CIP cleaning systems
- Understanding of raw milk quality, such as bacteria counts, somatic cells, antibiotics and added water
- Forklift or tanker hose handling training as required where the job is based

Skills and attributes

- Attention to detail
- Honesty with results
- Calm and polite with drivers
- Clear communication with the team
- Practical problem solving
- Careful record keeping

Measures of success

- No antibiotic-positive load reaches a silo
- Every load tested and recorded before unloading
- Silo temperatures within target
- Silos used in rotation
- Tanker and silo CIP verified
- Intake volumes reconcile with the weighbridge or meter
- No accidents or injuries

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Working conditions and safety

Shift work including nights, weekends and early starts. The tanker bay is outdoors or semi-outdoors in all weathers. The work involves wet floors, hoses, CIP chemicals and working near reversing tankers; 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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