**WINEWORKS LTD**

**POSITION DESCRIPTION FOR PRODUCTION LINE OPERATOR**

Location: Hastings

Department: Production

Reports to: Production Supervisor

Date:

Working Relationships Internal: Supervisor

Production Manager

External: n/a

Authority: Spending: n/a

Staffing: n/a

**Our Culture**

We aspire to a culture where the following values shape our behaviour

**Here for the client**

Our clients are our life blood. We know that they are why we are here. We work in a flexible and responsive manner to support their operations and meet their individual needs.

**Straight up**

We do what we say and we’re reliable. We take complete ownership of the process and the tasks that are asked of us. We’re committed to go about our job in a straight up way.

**We care**

Passion and pride run deep throughout our organisation. We care for the growth of our colleagues and clients, the safety of our workmates and the environment in which we live.

**Stronger together**

We’re one big team who embrace difference and respect each other regardless of job title. We emphasise the value that comes from working together with one focus.

**Accuracy is our game**

We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards.

**Relentlessly driven**

We love to find solutions and believe there’s always a better way to do things. It is this spirit that built the business and will take it to the future.

**Role Purpose**

**To work productively in the production hall, being reliable, embracing the lean manufacturing concept showing safety to client’s product and oneself.**

**Key Tasks and Expectations**

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| **Key Task** | Expectations |
| Work Productively | * Make sure that you keep up with the work rates required to maintain steady production. * Maintain good relations with all staff members, and encourage teamwork * Assist with training and development of temporary line staff, to make sure they have appropriate skills for their required tasks. * Follow the instructions of your Team Leader and/or Label Operator * Provide feed-back and ideas to your Team Leader and/or Production Manager. * Contribute to the daily Toolbox/Haka meeting * Assist by ensuring targets are achieved or exceeded. * Assist with ensuring change overs are as efficient as possible. * Inform your Label Operator / Team Leader / Manager if any item in production is   damaged and Engineering will arrange for it to be fixed.   * Minimize downtime by utilising training opportunities throughout the year. * Demonstrate a full and fair participation in the rotation system for production   duties.   * Demonstrate ability to understand the spec sheets for individual runs. * Always complete the production line record sheets fully and correctly. |
| Reliability | * Be at work and ready to work 5 minutes before the specified time. * Communicate all absences to the Team Leader or Production Manager before the start of shift, preferably the day before. * Make sure smoko and meal break times are followed.   (Government guidelines, which WineWorks adheres to, are 10 minutes for smoko and 30 minutes for meals. The frequency of these in a shift will depend on the length of shift.) |
| Quality Systems | * Be aware that Production is responsible for 100% quality output. * Make sure that quality control requirements are met consistently. * Take pride in each of the duties you complete. * If you see a dry goods quality issue, inform the Label Operator / Team Leader / Production Manager and QA can then investigate this. |
| Health and Safety | **All Team Members:**  All Team Members are required to observe safe work practices and rules relating to their work at all times, to ensure their own safety and that of others. In particular Team Members will:   * Use plant, equipment, vehicles and materials safely an in the manner intended. * Comply with all legislation, training, information and any instruction given by their employer. * Communicate health and safety issues or concerns directly with their employer. * Report and control all hazards, accidents or safety incidents observed in the workplace immediately. * Report any pain or discomfort as soon as possible. * Take an active role in workplace health and safety including participating at meetings, training and other health and safety related activities when offered. * Correctly use and store any Personal Protective Equipment (PPE) and safety devices provided by the employer. |
| Food Safety | * To follow the requirements of the site food safety and HACCP Plan. Knowledge of CCP’s and training is required (For operations staff). * Follow the requirements of food safety standards and certification standards, e.g BRC Global Standard, WSMP, SWNZ and company policies and procedures. * Ensure food safety, allergen and regulatory requirements are adhered to in all products. * Carry out tasks in a hygienic manner that protects the products as per the hygiene policy. |
| Quality & Legality | * Promote and foster a quality-oriented environment among staff, and quality consciousness within the organisation. * Take responsibility for the quality of your own work and report any below standard inputs and outputs. * Read, understand and adhere to the WineWorks Quality Policy * To follow procedures pertaining to product legality, e.g fill volume, traceability etc |
| Personal development | * Ensure you remain contemporary in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities * Maintain a broad business and commercial perspective * Proactively identify methods to utilise this information for the benefit of the business |
| Other duties - perform other duties as required | * Flexible & willing to perform a variety of tasks * Willingly takes on additional tasks/responsibilities to assist the team and the client * Actively participates in matters/meetings affecting the business, their team or their department |

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| **Skills/Attributes required to perform position responsibilities & achieve results /outcomes:** |
| * Client service focus * Drive for results * Good verbal and written communication skills * Analytical Thinking * Continuous improvement orientation * Legislative knowledge (e.g. H & SE Act, Employment Law, NZ Traffic Law) * Computer literacy * Committed to excellence and quality * Able to work effectively in a team environment. * Problem solving ability * Thorough understanding of Health and Safety in the Workplace * Able to positively influence others * Reliable, flexible and adaptable * High standard of personal presentation * Strong people, client service and continuous improvement orientation * Thrives on challenge * Strong work ethic * Positive ‘can do’ attitude |
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| **Qualifications:** |
| * No formal qualification is required for this position |
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| **Experience:** |
| * Manufacturing experience preferred but not essential as full training will be given |

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(Employee Name)

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Date