



# Job Description

## Production Process Operator

<b>Job Title</b>	Production Process Operator [V4]
<b>Department</b>	Production
<b>Reporting to</b>	Production Supervisor
<b>Responsible for</b>	N/A
<b>Location</b>	Standish Site
<b>Hours of Work</b>	Subject to Contract
<b>Contract</b>	Permanent [6 Month probation period]

**Job purpose** The main purpose of the Process Operator is batch manufacture of our products. This role also includes many other aspects of manufacturing and will work as an integral part of the production team. The position includes retrieving, weighing, and mixing/reacting chemical ingredients. Monitoring of equipment during the chemical process and recording information to ensure quality, safety and efficiency are requisites of the role. All aspects of site operations must be completed in a safe, timely and professional manner reporting any problems which arise.

The Production Process Operator is required to assist in the improvement of processes or products by reporting observations during the manufacturing process and to work with the production team members in order to aid development of best processes and products.

- Responsibilities**
- Ensure that all process and operational activities associated with batch manufacture are carried out in compliance to the sites Health, Safety, Environmental and Quality requirements
  - To manufacture products according to details and instructions stated on the formulation batch sheet and specification, and to report in writing any deviations from these procedures immediately to the appropriate parties.
  - To make accurate additions or adjustments to the process when instructed by Laboratory Staff
  - To complete all necessary documentation accurately and in a timely manner
  - Immediately report any incidents that the management need to address using the appropriate reporting systems
  - Respond to required corrective and preventive action in a timely manner
  - FLT operator duties as required [subject to licence]
  - Any other reasonable tasks as requested by the Directors and Management of the Company would also be included in the responsibilities
  - Monitoring of raw materials requirements and informing supervisor when finished products are suitably packaged for movement to the warehouse.
  - Participate as required in design / Hazard reviews
  - Maintain workplace to a good housekeeping standard



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Skills / Knowledge / Experience	Essential	Desirable
Experience of working in a chemical / process type industry Any experience working on a COMAH will be advantageous		X
Understanding of chemical processes		X
Ability to follow Manufacturing Instructions	X	
Numeracy Skills	X	
Forklift Truck experience	X	
Strong verbal and written communication skills	X	
Willingness to comply with safety and quality regulations, including wearing and maintaining PPE	X	
A desire to work with team members to improve processes and product quality	X	
Troubleshooting issues with production equipment and processes		X
Working with other team members to complete the production process	X	
Flexible approach to working	X	
Good understanding of sampling and product testing		X

Qualifications	Essential	Desirable
Educated to NVQ level 2 in relevant subject		X
IOSH Managing Safely		X
Forklift truck licence	X	
Level 2 Maths [GCSE grade C or above]	X	