



## **Packing Operative – Job description**

**Job Title:** Packing Operative

**Reporting to:** Operations Manager / Floor Supervisors

### **Duties:**

#### **If working on the line:**

- Check customer specification before starting to pack
- Select fruit to meet customer specification on count, colour, weight, length and source
- Seal / apply label and pack into acceptable outer
- Lid and label box accordingly
- Achieve targets and work alongside pack house staff/line leaders and supervisors.

#### **If working in a station fill role:**

- Stack boxes to customer requirements on specified pallets
- Band / hood as required
- Delivery of fruit into and out of production
- Sign off all MHE prior to use
- Change any broken or damaged boxes
- Box checking of products required to reduce the risk of incorrect product been dispatched to the customer

#### **If working on making boxes**

- Making boxes as trained, to the standards set, in both product quality and pace
- Tidy and secure stacking of pallets ready for transportation to line

### **Responsibilities:**

- To carry out any task assigned by the production management team and to work to the standard set in the most efficient manner possible.
- Ensure that all measuring and weighing equipment is calibrated and used as trained
- Ensure compliance with BRC, and customer specific rules and systems
- Ensure that the working area is kept tidy and complies with H&S regulations
- Ensure correct use of production equipment as trained
- Ensure that all standard operating procedures are carried out as per training
- Ensure that Manual handling is carried out as per training
- Ensure that correct PPE is worn always
- Ensure that standard operating procedure is carried out while doing probed boxes

### **Other**

- Day end, Weekly and Monthly cleaning as required

- Accident and incident reporting and investigation as required
- Damage reporting, equipment checks
- Report any issues in the first instance to Packhouse Supervisor

**Due to the nature of the business, the company must retain flexibility in it's operation and you will need to undertake work other than that advised as your main duties from time to time.**

**Any overtime will be agreed in advance with your line manager. Overtime will be paid at a rate of time and quarter up to 48 hours. Any overtime worked over 48 hours will be paid at time and half. Payment for working a bank holiday will be paid at time and half.**

**Employees may be issued with a uniform. If you are provided with such garments, wearing them becomes a condition of employment and you are expected to keep clean and in a serviceable condition.**

**This job description is not an employment agreement or contract. The company has the exclusive right to alter or update this job description according to business needs at any time without notice.**

I have received and read my Job description. I understand all my duties and that this acts as a guide only and is not exhaustive. I agree to undertake other duties deemed reasonable by management.

**EMPLOYEE NAME: (please print)** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**ISSUED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_