

Position Classification: Service and Support

Responsible for: Packaging product safely and efficiently in accordance with company policies and procedures.

Leadership/Business influence: Minimal supervision, working independently/proficiently.

Reports to: Packaging Floor Manager

Supervises: N/A

Main Functions and Activities

Packaging Operations

- Loading of glass manually and automatically.
- Monitoring of automated application of wire muselets, capsules & screw caps onto bottles and loading of same into application machines.
- Manual application of the above if required.
- Visual monitoring of all products.
- Monitoring and assisting automated packaging of product into cartons & manual packing if required.
- Manual stacking of finished product on pallets for shipping or storage if required.
- Rework of damaged products as required.
- Component preparation as required.

Measures - All activities completed in accordance with company policies and procedures. Target less than 1% wastage. Target less than 1% inaccuracy in production of finished product. Rework of product at 0%.

Hygiene & Quality

- Ensure that no product is packaged with faults.
- Report all quality issues to your Supervisor.
- Maintain the required standard of housekeeping at all times.

Measures - Target 100% quality product, meeting required production specifications with nil returns due to line related contamination.

Documentation

- Accurate completion of documentation as required.

Measures - 100% accuracy of completed documentation.

Communication

- Actively communicate with and support team members.
- Attend and contribute to meetings.

Measures - Cooperation and contribution towards packaging department objectives.

HS&E and Company Policies & Procedures

- Comply with all HS&E and Company Policies and Procedures.
- Wear and maintain Personal Protective Equipment (PPE) as specified.
- Report all accidents, near misses and unsafe work practices/hazards to your supervisor.
- Work in a manner which is conducive to Occupational Health & Safety.
- Comply to all BRC and HACCP certification requirements.

Measures - Compliance with company policies and procedures. Incidents reported in accordance with company procedure. All BRC and HACCP requirements met.

Training

- Availability and willingness to attend internal and external training courses as per Company or Departmental requirements.
- AQF Level 1 & 2 Food Processing Certificate or higher.

Measures - Attendance at required training. Application of knowledge & skills learned in the workplace.

Internal contacts: Packaging Management Team, Supervisors

External contacts: N/A

Essential Capabilities and Experience

- Physically capable to perform required duties.
- High degree of commitment to your fellow team members and management.
- Available to work flexible hours including shift work and overtime.
- Ability to work in a professional manner at all times.
- Reliable and punctual.



Desirable Capabilities and Experience

- Previous packaging experience.
- Current forklift licence