**Vacancy:** Ready Meals Assembly Operative

**Vacancy Reference:** 12816

**Salary Range:** Discussed at Interview

**Number of Vacancies:** 1

**Location:** Erith

**Job Description:**

Vacancy number: 12816

 Job Title: Ready Meals Assembly Operative

 Salary: TBC

 Hours: Day & Night Shifts Available

 Location: Erith

 Closing Date: 05/02/2021

 Closing Time: 12pm

 Application method: Please call 0203 045 5246 or send your CV to dione.dalton@bexley.gov.uk

 Job title

 Assembly Operative

 Area

 Ready Meals Assembly

 Reporting to

 Assembly Supervisor

 Main Purpose of Job

 To ensure that all products are assembled to a high standard and quality before being delivered to customers

 Key Responsibilities

 Ensure all products are assembled in the correct fashion and in line with the product specification

 Operate equipment safely and effectively for production processing

 Work under the guidance of management to perform and complete the assigned duties in timely manner.

 Work safely, identify and report unsafe operations to management immediately

 Maintain the work area clean, safe and organised

 To ensure the level of quality is maintained through the production process

 To carry out all appropriate duties in the production area, ensuring legal standards are met, working as a supportive and active team member within the department.

 To minimise waste of products, chemicals and water where appropriate, whilst undertaking duties within the department.

 To understand the critical control points identified through HACCP and ensure that they are in operation at all times.

 To assist in end of shift/product change over cleaning duties.

 To undertake training and to assist in training other or new members of staff as required.

 To undertake such other duties as may be required within the general scope of the job.

 Knowledge & Experience

 Essential level of knowledge, qualification, training and experience necessary to enable the Jobholder to perform the job to an acceptable standard

 Qualification

 Basic Hygiene

 Basic Health and Safety.

 Food Safety Training

 Training

 Up to 4 weeks on the job training provided

 Watch and learn from experienced personnel.

 Experience

 Knowledge of Good Manufacturing Practice (GMP) standards.

 Skills and Attributes

 A good team player capable of delivering excellent results under pressure and to strict deadlines

 Ability to communicate effectively with clients and colleagues

 Quality focused

 Adaptable and able to pick up new techniques

 A positive "can do" enthusiastic attitude.

 IF INTERESTED IN THIS POSITION PLEASE SEND YOUR CV TO dione.dalton@bexley.gov.uk

 CLOSING DATE 05/02/2021 at 12pm

**Closing Date:** 5th February 2021