**Vacancy:** Packing Operative

**Vacancy Reference:** 12817

**Salary Range:** Discussed at Interview

**Number of Vacancies:** 1

**Location:** Erith

**Job Description:**

Vacancy number: 12817

 Job Title: Packing 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:

 Ferndale Foods – Packing Operative

 Department:

 Ready Meals Packing

 Reports To (Job Title):

 Packing Team Leader

 Job Purpose

 Reporting into the Packing Team Leader you would work on the machines and production lines that put finished product into cardboard boxes and trays to be sent to our customers.

 Context

 Key relationships:

 Internal: Production (ALL), WH operative, Intake, Despatch, Engineering, Hygiene

 Key Responsibilities

 Perform packaging operations as per the customer orders.

 Operate packaging machinery effectively to avoid any accidents.

 Troubleshoot equipment problems in a timely manner to avoid any delays and standby time.

 Complete packaging orders within the deadlines.

 Clean machines and work area at the end of every shift.

 Ensure that machines are working properly and safely.

 Complete daily production reports and submit to supervisor.

 Load bags and cartons on pallets manually as needed.

 Modify packaging and weigh bags to meet customer specifications.

 Ensure in compliance with operational policies and safety standards.

 Assist colleagues in their job duties when needed.

 Notify Supervisor about equipment and production problems.

 Check the quality of products for quality and remove defective items

 Keep machines supplied with packaging materials and labels

 Report machine faults to shift supervisor and maintenance staff

 Make minor adjustments to machine settings to changes from one product to another

 Keep the machines and production areas clean

 It’s important to follow strict health and safety guidelines, and have good standards of personal hygiene.

 This list is not exhaustive and you may be required to undertake additional duties as required.

 It is your responsibility to ensure the health & safety of yourself and others at all times.

 Skills and experience

 Attention to detail and quality to ensure our customers receive the correct products

 Team player.

 Good observational skills

 Patience to do repetitive tasks

 Excellent oral and written communication skills.

 The ability to work under pressure and to tight deadlines.

 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