

March 2017

JOB PROFILE

Job Title: Production Operator - Mixing
Hay Grade: H11
Department: Production – Mixing

Purpose:

- Work to all Health, Safety and Environmental standards by following approved working practices, formulations and setups.
- Manufacture, fill and pack given workload on time, report products made and materials used and leave workplace in a clean and tidy condition.
- Mix and blend chemicals accurately producing product to given QC standards.
- Fill & Pack chemicals accurately and to the required packaging standards.
- Ensure that standards and policies are adhered to and improved upon to achieve continuous improvement.

Job Content:

- Operate a pedestrian and / or high lift forklift truck where applicable.
- Ensure all materials are available to meet your planned workload.
- Return materials to warehouse upon request.
- Mix to appropriate formulation ensuring compliance to instructions.
- Carry out QC tests and report any deviations to the Supervisor / PTL.
- Report all transactions to SAP / SFoL in an accurate and timely manner.
- Ensure stock levels are accurate and errors are reported.
- Operate machinery and use of chemicals in accordance with all Health, Safety and Environmental requirements.
- Report defective equipment. Report all accidents and breakages.
- Achieve outputs as required by the Supervisor / PTL.
- Report safety and quality issues through the 1B and 1Q systems.
- Maintain a clean and tidy work area.
- Ensure filled products are packed accurately and will meet packing specifications with a high level of presentation.
- Carry out on the job training of new starters when fully trained and competent.
- Participate in continuous improvement activities such as 5S and the Mixing Improvement team.
- Generate ideas and participate in implementing to make improvements to the Mixing department.
- Control supply of materials to the Tank Farm.

Success Factors:



- Zero accidents and environmental incidents.
- Reduction numbers of rejections from Customers (Internal & External)
- Products are right first time and on time in full. No late orders resulting from your own activities.
- Continuous improvements in housekeeping as assessed by audits.
- No call-outs as a result of your activities.
- No stock errors resulting from your actions in raw materials or work in progress.
- Ideas generated to bring about continuous improvement.
- Safe operation of Zoned areas.
- Accurate picking, packing and labelling of orders.
- Good departmental safety record.
- Meeting of departmental and customer deadlines.

Job Knowledge:

- Certificated high lift forklift operator where applicable.
- Knowledge and understanding of SAP or any other computerised system used.
- Product knowledge and relevance of QC tests.
- Ability to follow formulations, AWP's and setups accurately.
- Sound understanding of H&S and environmental procedures.
- Mechanical aptitude and operation of equipment to Approved Working Practices.
- Team player.
- SAP operating and reporting.
- Successfully complete training for operations in zoned areas.
- Full knowledge of emergency, spillage and chemical segregation procedures.
- Experience of assembling, delivering and recording orders.
- Trained to carry out cycle count.

