



## **JOB DESCRIPTION: Food Processing Worker**

### **KEY FUNCTION:**

- 1) To determine customers' needs, present and future; and produce goods for retail and catering.
- 2) To ensure that the production lines operate efficiently, by sharing responsibility of:
  - Managing the machines input and output for efficient production.
  - Operating the machinery, setting it up for production, doing routine maintenance and cleaning.
- 3) Participate in the general administration and management of the Manufacturing team.

### **MAIN TASKS:**

- 1) Operate and maintain machinery.
- 2) Generate product labeling ensuring accuracy.
- 3) Monitor levels of stock and liaise with buyers.
- 4) Monitor and update stock levels on warehouse computer and keep strict traceability records of production.
- 5) Maintain a flexible approach to work to meet team based work requirements.
- 6) Observe and maintain safety levels with particular attention to machinery and electrical equipment.
- 7) Undertake training to meet food legislation requirements.
- 8) Maintain a strict level of personal and workplace hygiene.
- 9) As part of a team manage time and plan the schedule of work.
- 10) Work as part of a busy team, but also be resourceful and make independent decisions within the day's work.
- 11) Liaise and communicate with other co-operative teams.
- 12) To undertake other duties within the Manufacturing team and the wider business as deemed reasonable by the co-op.



## **GENERAL CO-OPERATIVE REQUIREMENTS & ABILITIES:**

- 1) Participation in the running of the team and the co-operative as a whole.
- 2) Ability to work as part of a team and actively participate in team decision making.
- 3) Ability to show initiative, and to work independently without supervision.
- 4) Ability to take on responsibility, and complete tasks set through to the end.
- 5) Ability to share and exchange information with others.
- 6) As a Co-operative member, participate in the meetings and decision making processes of the Co-operative as a responsible co-director of the business.



## **JOB DESCRIPTION: Member of Essential Trading Co-operative Limited**

### **FUNCTION**

1. To collectively manage and develop the business of Essential Trading Co-op in order to fulfil the co-op's mission statement and current strategic business plans.
2. To act as a "care-taker" and "director" of the co-op, looking after the best interests of the coop & its members.
3. To further the principles of co-operation.
4. To make proactive contributions to the collective management and governance of the business.

### **TASK**

1. To make active contributions to collective management functions and processes of the co-op including; General Meetings, Management Committee, Team Meetings, Business Function Area Meetings and other working groups (as needs be).
2. To seek and be willing to undertake training and personal development in order to be a more effective co-op member.
3. To ensure that one's allocated work duties are fulfilled.
4. To actively seek and accept responsibility within the co-operative.
5. To promote worker self-management.
6. To further the co-operative principles and the co-operative movement.
7. To communicate openly and honestly with other members.
8. To keep up to date with all changes to policies and procedures.
9. To set an example of best practice as a co-op member.
10. To work collectively for the good of the co-op, not for self interest.

### **COMMITMENT**

Minimum of 2 years, preferably 4 years, for a minimum of 24 hours per week.

### **Coordinator of the probation period and pre-member assessment**

Personnel Team & your main Team area for a trial period until granted membership. All membership votes require 75% of votes in favour at a team level and also 75% of votes at a General Meeting or as a result of a Paper Ballot of Co-op Members.

Last reviewed: Jul 16



## PERSON SPECIFICATION: Machine Operator/ Food Processing Worker

CRITERIA	ESSENTIAL	DESIRABLE	To be demonstrated at:	
			Application	Interview
<b>EXPERIENCE</b>				
Experience of food processing work.		*	*	*
Experience of any production or manufacturing work.		*	*	*
Experience of quality assurance.		*	*	
Experience in operating machinery.		*		*
Experience in planning and prioritizing own workload.		*	*	*
Experienced with working with computers, e.g. email, Excel, stock management, labeling software.		*	*	*
Good numerical skills, accurate weighing and ability to accurately calculate fractions and percentages.	*		*	*
Experience of identifying and fixing technical problems with machinery.		*		*
Fork lifting experience.		*		*
Basic Food hygiene certificate.		*		*
Awareness of Hygiene, both personal and work area.	*			*
Able to work with food allergens	*			*
<b>Knowledge</b>				
Understanding of the co-op and its principles.		*	*	*
Understanding of our product range and whole foods.		*	*	*
Responsibility for complying with and understanding health and safety.	*			*
<b>Personality/Disposition</b>				
An efficient worker who is well organized, self motivated and can work independently as well as part of the Manufacturing team.	*		*	*
Attention to detail.	*		*	*
Good Attendance.	*			*

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# ESSENTIAL

Calm and good humoured.	*			*
Ability to work well under pressure.	*		*	*
Actively take on additional responsibilities within the co-op.	*		*	*
Be actively involved in team decisions.	*		*	*
Be actively involved in taking decisions as a potential co-op member.	*			*
Willingness to attend all GM's AGM's.	*			*
Ability to communicate effectively.	*		*	*
<b>Circumstances</b>				
Flexibility to juggle holidays to the needs of the business.	*			*