



Sample Job Profile

Job Title: **Machine Operator**

Reports to: Production Supervisor / Shift Manager

Job Type: Full-time / Shift-based

Job Summary:

The Machine Operator will be responsible for operating and maintaining machinery used in the production and packaging of food products, ensuring the efficiency, safety, and quality of the manufacturing process. This is a hands-on role in a fast-paced environment, and it requires attention to detail, mechanical aptitude, and adherence to food safety standards.

Key Responsibilities:

- **Machine Operation:** Set up, operate, and monitor machinery in the production line to ensure smooth and efficient operation.
- **Production Process:** Follow company procedures and product specifications to ensure food products are produced according to quality and safety standards.
- **Quality Control:** Perform regular checks on the products and equipment to ensure compliance with quality standards, and report any deviations or issues to the supervisor.
- **Machine Maintenance:** Conduct basic machine maintenance, including cleaning, lubrication, and minor adjustments. Notify the maintenance team for more complex repairs.
- **Troubleshooting:** Quickly identify and resolve machine malfunctions to minimize downtime and production delays.
- **Safety Procedures:** Adhere to all health and safety regulations, ensuring machinery is operated safely and all safety protocols are followed.
- **Record Keeping:** Keep accurate records of machine settings, maintenance, and production output, reporting any issues to the production manager.
- **Cleaning and Sanitation:** Ensure that all machines and work areas are clean, sanitized, and ready for production, in line with food safety standards.
- **Team Collaboration:** Work closely with production staff, maintenance teams, and quality control to ensure the smooth operation of the production line.
- **Continuous Improvement:** Provide feedback and suggestions for improving machine efficiency and production processes.

Key Skills and Competencies:

- **Technical Skills:** Ability to operate, adjust, and maintain production machinery. Mechanical aptitude and problem-solving skills are essential.
- **Attention to Detail:** A keen eye for quality control and the ability to spot inconsistencies or machine malfunctions.
- **Problem Solving:** Ability to troubleshoot and resolve issues quickly to avoid downtime.
- **Safety Awareness:** A strong understanding of workplace health and safety standards, especially in a food manufacturing environment.
- **Teamwork:** Able to work collaboratively with the production team and other departments to ensure smooth operations.

Qualifications:

- **Experience:** 1-2 years of experience as a machine operator in a manufacturing environment, preferably in the food industry.
- **Education:** Entry-Level Roles:
 - No formal qualifications required: Many machine operators can start with just a GCSE-level education (equivalent to secondary school).
 - On-the-job training: Most companies provide training for entry-level positions, especially for operating specific machinery.

Vocational or Technical Qualifications (Optional/Preferred):

Level 2/3 Diplomas or NVQs (National Vocational Qualifications)

- **Knowledge:** Familiarity with food safety regulations, such as HACCP and GMP, is desirable.
- **Physical Fitness:** Ability to stand for long periods, lift and move heavy objects, and perform repetitive tasks.
- **Shift Flexibility:** Willingness to work shifts, including weekends and overtime, as required.

Benefits:

- Competitive hourly wage or salary based on experience
- Overtime opportunities
- Pension scheme
- Health and wellness programs
- Opportunities for training and career advancement
- Employee discounts on company products