

THE TOFOO CO – ROLE DESCRIPTION



Job title:	Production Operative
Department:	Production
Site:	Malton
Reports to:	Shift Manager
Hours	40 hours a week, 5 out of 6 days (Mon – Sat)

Key accountabilities

- To operate the Production processes in accordance with the Standard Operating Practices and Production Shift Managers instructions.

Key responsibilities

- Produce daily requirements of Tofu or Tofoo as we call it !
- Ensure that you monitor the upkeep of the machinery and ensure that it operates to its fullest potential & flag to Production Shift Leader any issues
- To monitor the quality of the raw material and finished product on line – Quality Assurance
- Accurately complete all relevant documentation
- Clean as you go and then ensure areas are clear/clean at the end of shift
- Help in packing when required

Key performance indicators

- Production performance, kilos produced
- Quality Tofoo (product consistency it's a handmade product)
- Delivering the daily production plan
- Team work

Skills Required

- Teamwork
- Speed and accuracy
- Care and attention to detail

Partnership Charter commitments

/ commit to:

- Listening, learning and being involved during my induction.
- Working to clearly defined standards.
- Taking ownership of my own personal development.
- Complying with safety requirements.
- Participating and offering solutions rather than problems.
- Preparing for and attending my 1-2-1 meetings.
- Behaving in line with The Tofoo Company values and behaviours.

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THE TOFOO CO MISSION

Leaders Of The Tofoo Revolution

OUR VALUES (HOW WE WORK)

Our VALUES and Our BEHAVIOURS

QUALITY BEATS QUANTITY

We'll leave world domination to the other guys – we're happy simply being the best, not the biggest. Because when you get too big, you have to compromise – and that means sacrificing taste and quality, and doing things you don't want to. And we don't want to.

THAT BUZZ

There's something in the air round here – and it's not just the smell of delicious tofu. It's that unmistakably, intangible sense that all our staff are happy, well looked after and always feel valued – and in return, they're working hard and doing the best job they can.

MAKE IT HAPPEN

Not all heroes wear capes – ours wear gloves, aprons, ties, dresses, overalls, blouses, hairnets and trainers (although not all at the same time). Basically, everyone here believes in making a difference, and working together to overcome any challenge that comes their way.

A SOLID FOUNDATION

You can't simply turn up one day and start making the best tofu in the known universe without a little paperwork – and we're serious about crossing the t's and dotting the i's. Our systems and processes are here for everyone's benefit, and this solid foundation is the stability we need to

MUTUALITY

We're all in it together, for the long-term. So we need to make sure everyone involved is singing from the same hymn sheet. Mutuality means our team, stakeholders and suppliers all working in perfect harmony – for the benefit of our customers, the community and the environment.

INDEPENDENT

We love being our own boss – no one tells us what to do, we dance to the beat of our own drum and we're masters of our own destiny. Which is nice. We know exactly what we want – and how to get there. But we understand that with this freedom, comes risk, and without a safety net, we need to keep a keen eye on costs and profit.

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- Actively communicate and seek feedback from colleagues and customers.
- Play a participative part in Team Briefs.
- Be fully conversant with The Tofoo Company vision, values and behaviours.

Health and safety

- Be responsible for your own safety.
- Do not jeopardise the health and safety of others.
- Correct, or report, unsafe practices or conditions.
- Co-operate with the business to maintain a safe working environment.
- Make suggestions to improve any aspect of health and safety.
- Follow safe working procedures and safety rules.
- Follow Company fire safety and evacuation procedures.
- Follow the correct procedure if accidents occur and ensure that your team do the same.
- Ensure that all visitors/contractors you bring on to site understand and follow relevant site safety rules.
- To ensure understanding and adherence of personal obligations in relation to the Health & Safety at Work Act and the Company's Health & Safety Policy.
- Report promptly all instances of long term health problems (deafness, stress, RSI, WRULD etc) which may have been caused by your work.

Environment

- Understand and comply with the company environment policy.
- Reduce environmental waste where possible (e.g.) turning off machines, lights etc when not in use.
- Correct, or report, poor environmental practices or conditions.
- Co-operate with managers on environmental matters.
- Make suggestions to improve any aspect of environmental management.

You may be required to work in any area of the company where work exists for which you possess the necessary skills and/or be prepared to undergo training as required by the company.

This job description should be taken as a general guide and the company reserve the right to update and amend it in keeping with operational requirements, which may change from time to time.

I have read, understood and received a copy of this job description.

Name	Signature	Date

This job description was compiled by

Name	Job Title	Date