

## **Gel Bone Plant – Taranaki Bio Extracts**

### **Job Description**

#### **1. Processing**

Understand and carry out process operation through clearly defined critical control points.

Maintain accurate records.

Maintain a proper inventory of products received & dispatched. This must match the eligibility documents of incoming raw materials.

Minimise plant downtime & maintain proper maintenance records.

Ensure high quality & hygiene standards as per company requirements.

Continuous monitoring of machinery is necessary, do not rely solely on computer screen monitors.

Ensure the plant is thoroughly clean to a high standard.

Assist engineer when asked by management to perform tasks to maintain the plant.

Unblock pumps, process lines, strip & clean separators as and when required taking all necessary safety precautions and with full training given by senior staff.

Ensure inwards dockets are completed for all incoming raw materials.

Take all steps to ensure quality is not jeopardised through non-compliance.

Wear correct clothing and other assigned safety equipment at all times during operation.

#### **2. Attendance**

Start work on time, observe lunch and rest break times.

Ensure adequate notice (4-hours' notice before shift starts) is given to plant management when unable to attend work for any reason.

### **3. Health and Safety**

Report all accidents/incidents as stated in the company Health & Safety Policy.

Use protective equipment as required.

Ensure that machinery is operated in a safe manner and all guarding is in place.

Ensure that machinery is safely isolated & locked out prior to maintenance/cleaning.

Engage in any training set by the employer, which includes onsite and offsite, to enable upskilling of employee.

### **4. Plant Upkeep**

Keep workstations clean & tidy.

Roll up all wash down hoses.

Keep plant environs clean.

### **5. General**

Be able to communicate & describe how processes work – after initial training has been completed.

Provide positive input to discussions to improve productivity & throughput.

Be able to work unsupervised.

Listen to and follow work instructions.

Demonstrate initiative when presented with a problem and generate useful and safe ideas to overcome problems.

Have a cooperative attitude and show flexibility in a team environment.

Demonstrate ability to learn computer screen skills.

Be able to document process records with neat handwritten skills.

Work in a safe manner, do not work in a way which may cause harm to self or other employees.

Be prepared to adapt to new tasks and ways of working as operational requirements evolve.

*Ends.*