

# SealesWinslow®

<b>Position</b>	<b>Operator/Mill Hand</b>
<b>Reporting to:</b>	Team Leader - Central
<b>Location:</b>	Whanganui
<b>Staff responsibility:</b>	None
<b>Date:</b>	June 2024

### Position purpose

The primary purpose of the Mill Hand will be to manufacture pelletised compound stock food in and around the Wanganui site. This includes, but is not limited to, adding hand adds, bagging off and putting stored product onto or into trucks as required. There is also a requirement to be flexible in supporting other Production roles such as the receipt and storage of raw materials, internal movement of stock and materials, the dispatch of finished product and the loading and unloading of vehicles associated with the manufacturing aspects of the business, the delivery of product to customers and collection of product from suppliers, site maintenance duties etc.

### Key Outcomes

The **Mill Hand** will be responsible for:

#### 1. Raw Materials and Stock Movements

Ensure raw materials are delivered consistent with site procedures.

- 1.1 All raw materials are available as required and are in correct silos/bunkers and all associated documentation is completed as required.
  - Downtime records.
  - Mill production records show targets are met.
  - Weighbridge docketts
  - Global Equip.
  - Accounts Payable.
- 1.2 Raw materials are delivered to the correct location in a timely manner as and when required.
  - Documentation is accurate and timely.
  - No variance between accounts and operations records.
- 1.3 All finished product is stored correctly, is undamaged and available and loaded as required by customers and transport operators (bulk and retail).
  - Downtime records.
  - Weighbridge docketts.
  - Global Equip.
  - Accounts Payable.
  - OFI forms (internal and external).
  - Customer and transport operators satisfied with Seales Winslow.

#### 2. Hand Adds

Ensure that hand adds are consistent with site procedures and customer requirements.

- 2.1 All raw materials are added at the correct dosage as per customer requirements
  - Stock usage sheets.
  - Customer complaints.
- 2.2 The pelletised product is sent to the correct out-feed bin for dispatch to our customers.
  - Product always sent to correct bins as per procedures.

#### 3. Weigh Bridge

Ensure materials and products are weighed consistent with site procedures.

- 3.1 All inwards raw materials and outwards finished products are weighed correctly and accurately at all times.
- Weigh bridge docket (paper and/or computerized).
- 3.2 All agreed paperwork is complete, accurate and processed as agreed.
- Global Equip records.
  - Procurement records.
  - Accounts receivable/payable.

#### 4. Daily and/or Weekly Operator Maintenance

Ensure the maintenance of the mill.

- 4.1 The mill is maintained in a safe efficient manner as per the daily and/or weekly Operator preventative maintenance schedules.
- Operator Maintenance records completed.
  - Daily and weekly maintenance checklists.
  - Downtime records.
  - Accident records at nil.

#### 5. Inwards Goods

Ensure inwards goods are accurate and timely, and stored consistent with site procedures.

- 5.1 All inwards goods are properly accounted for and associated documentation is completed, accurate and filed as required.
- Mill computer logs.
  - Weighbridge dockets.
  - OFI forms (internal and external).
- 5.2 All product is stored in the correct location (silo, bunker, shed etc) and in undamaged condition.
- Product always in correct location.
  - Product is undamaged.

#### 6. Heavy Vehicles

Ensure that the use of heavy vehicles is consistent with site procedures and H&S policies.

- 6.1 All raw materials, finished product and other goods are moved/transported around the site and near environment in a safe and efficient manner.
- Stocktake sheets and product location records.
  - Vehicle maintenance logs.
  - Accident Forms.
  - Customer Complaints.
  - No loss or damage to product.
- 6.2 All site rules are followed, especially relating to safe work practices, at all times and all vehicles and equipment are used as per standard operating procedures and are maintained as agreed.
- Accident forms
  - Site rules followed at all times.

#### 7. Site Cleaning

Ensure that the Seales Winslow site is clean, tidy and consistent with procedures at all times.

- 7.1 All raw materials, finished product and other goods are stored in a clean environment.
- Product is stored in the correct location as per product location records.
  - Charged pallets i.e. chep, are kept at a minimum standard.
- 7.2 All empty pallets and other associated storage units are stored in their correct locations or returned in a timely manner to the suppliers.
- Any damaged or split product is cleaned up immediately.
  - No bags of rework or waste product are stored in the mill.
- 7.3 Outside areas are weed free and lawns mowed as required
- Raw materials in the mill kept at a low level and in the correct location.
- 7.4 The mill is kept clean and tidy at all times.
- Finished Product is stored in the correct location.

#### 8. Health & Safety

Ensure that staff comply with Seales Winslow Ltd H&S policies and procedures, to enable a strong Health & Safety culture.

- 8.1 Ensure that all staff and contractors are trained in, and adhere to H&S requirements.
- All staff are aware of Seales Winslow' H&S policies and procedures and have participated in relevant H&S training.

**Working Relationships**

<b>Frequent People Contact</b>
<ul style="list-style-type: none"> <li>• Operations Group</li> </ul>
<ul style="list-style-type: none"> <li>• Sales Group</li> </ul>
<ul style="list-style-type: none"> <li>• Customer Services Team</li> </ul>
<ul style="list-style-type: none"> <li>• Logistics Coordinator</li> </ul>
<ul style="list-style-type: none"> <li>• Administration Officer</li> </ul>

**Person Specification**

**1. Qualifications required for the position**

<ul style="list-style-type: none"> <li>• Qualifications or course certificates in manufacturing, computing, health and safety and/or quality are desirable.</li> </ul>
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**2. Skills, knowledge and experience**

<ul style="list-style-type: none"> <li>• Proven skills in safely operating heavy machinery in confined spaces, such as forklifts in storage and manufacturing areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with OSH and quality systems in a manufacturing environment.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience in working varying shift patterns in a 24/7 environment, including overtime where needed</li> </ul>	

**3. Critical Competencies**

<p><b>FOLLOWING INSTRUCTIONS &amp; PROCEDURES</b></p> <ul style="list-style-type: none"> <li>• Follows procedures and policies</li> <li>• Keeps to schedules</li> <li>• Demonstrates commitment to the organisation</li> <li>• Complies with legal obligations and safety requirements of the role</li> </ul>
<p><b>COMMERCIAL THINKING</b></p> <ul style="list-style-type: none"> <li>• Is able to identify issues in terms of costs, profits and ways to add value to the organisation</li> <li>• Seeks the efficient, innovative and productive use of resources</li> </ul>
<p><b>RELATING &amp; NETWORKING</b></p> <ul style="list-style-type: none"> <li>• Ability to convey and receive information from others clearly and concisely.</li> <li>• Ability to quickly establish rapport and empathetic relationship with others.</li> <li>• Ability to be assertive when required.</li> </ul>

**PROBLEM SOLVING & ANALYSIS**

- Can effectively analyse issues and break them down into their component parts
- Is able to make systematic and rational judgments based on all relevant information
- Is proactive in seeking solutions.

**RELATIONSHIP MANAGEMENT**

- Ability to develop and maintain good working relationships at all levels within the organisation and with external organisations and individuals.
- Has a strong customer service orientation.

**PLANNING & ORGANISING**

- Effectively manage time to ensure reporting deadlines are met.
- Has the ability to juggle priorities to meet requirements.
- Has the ability to work both independently and within a team context.
- Establish good working processes to achieve desired result.
- Good attention to detail.

**DECIDING & INITIATING ACTION**

- Shows initiative, decisiveness and openness

**ADHERES TO PRINCIPALS & VALUES**

- Demonstrates a strong personal commitment to organisational excellence, honesty, integrity and business ethics

**INTERPERSONAL STYLE**

- Is thoughtful, resilient, calm and stable in challenging situations