



RECRUITMENT PROPOSAL

VACANCY:

Job Title	Production Operative (Interim Contract)
Department	Production
Manager Responsible	Production Supervisor

INTERVIEWERS:

1 st stage	HR Officer
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INTERVIEW PROCESS:

1 st stage	Recruitment Session & interview exploring CV
2 nd stage	Working Trial - Factory

CONTACT FOR RECRUITMENT:

HR Contact	Becky Gibbons & Sarah Walczak
Tel No	01635 528800
Email Address	epchr@englishprovender.com



English Provender Company

epc

WHY WE LOVE WHAT WE DO – English Provender Company is a dynamic food business based in Newbury, Berkshire. We work with our customers to develop an expanding range of great tasting foods. Our brands include: The English Provender Co, Very Lazy and Suffolk Foods; as well as ‘all profits to charity’ Newman’s Own brand in the UK & Ireland. We have a great reputation for supply of retailer brand and work very closely with leading retail multiples and food manufacturers.

Our production facilities, both in Newbury & Chester, are modern, well-invested sites that we enjoy having the opportunity to show our guests around. We operate leading edge technical and process protocol that is the foundation of all that we do. Our investment in innovation and product development means we are continually on the front foot in bringing food solutions to our customer base.

We supply a wide range of products including chutneys, table sauces, ingredients, salad dressings, marinades, world foods, etc. in an expanding array of packaging formats to meet the evolving needs of the consumer.

PROUD TO BE PART OF THE BILLINGTON GROUP – English Provender is a wholly-owned subsidiary of Edward Billington & Son Ltd, a privately family owned company based in Liverpool. We were acquired by the Group in 1998 and have since gone from strength to strength. The Billington Group has a successful record of food production spanning in excess of 150 years.

THE TEAM – We have a passion for food and a hunger for success. This is a dynamic environment where we strive for continual improvement and a commitment to personal development. We currently employ over 400 people across our 2 principle locations.

OUR CULTURE –

PROGRESSIVE – forward thinking, can-do attitude

INCLUSIVE – acting openly, honestly and ‘as one’

ENGAGED – listening, understanding, developing



OUR VALUES –

- FLAIR
- AGILITY
- RESPECT
- EXCELLENCE



JOB DESCRIPTION

Job Title: Production Operative
Department: Production
Reports To: Production Supervisor

Main Purpose: To produce and pack all products to set recipes and specifications to the highest standards of quality and hygiene.

Responsibilities/Key Tasks:

1. Portray a positive image of the company and its values in a professional manner at all times.
2. **Production Line:**
 - (a) To assemble, strip clean and re-assemble machinery under supervision.
 - (b) To refill all raw material containers / tanks as appropriate.
 - (c) To take instruction from the Production Supervisor as to what is required for that day's Production.
 - (d) To ensure that the Recipe Cards and Specifications are correct for what is to be produced.
 - (e) To ensure that the labels and packaging are correct for the product to be produced.
 - (f) To manufacture the product strictly to the Recipe and Specification in a hygienic manner.
 - (g) To ensure that the date code for each product produced is correct.
 - (h) To ensure that the products are stacked onto pallets as per the Specification.
 - (i) To ensure the completed pallet is adequately shrink wrapped.
 - (j) To ensure product is stored in correct manner prior to entry into Stores.
 - (k) To ensure that all relevant production records are completed.
3. **Administration & Reporting:**
 - (a) To complete on time all necessary administration.
 - (b) To advise your Supervisor of any illness you may have or suspect.
 - (c) To advise the your Supervisor if you have been abroad immediately on your return to work before you enter the Production Area.
4. **Efficiency & Economy:**
 - (a) To keep a clean and tidy workstation maintaining a high degree of structured organisation.
 - (b) To assist in the preparation of the next day's work.
5. **Health & Safety:**
 - (a) To carry out your duties to Health & Safety guidelines.
 - (b) To ensure you are properly equipped for your job function and equipment is used correctly and properly cared for.
 - (c) To wear the correct protective clothing for the job function being carried out.



- (d) To report any accidents / near misses which involve yourself or any members of staff responsible to you.
 - (e) To follow the company's health & safety policies and procedures.
 - (f) To work to the highest standards of cleanliness.
 - (g) To wear the correct clothing in the factory (i.e. whites) and observe the correct colour coding for low, medium and high risk areas.
6. Any other duties which might reasonably be requested in association with this role in order to meet the needs of the business.
 7. Adhere to all company rules and procedures, paying particular attention to health and safety.



REMUNERATION PACKAGE

Salary	£6.84 per hour
Working Hours	Monday to Friday 37.5 hours, 6.00am – 14.00pm (30 minutes break) & 14.00pm – 22.00pm (30 minutes break)
Contract Status	Contract (24 July – 27 September 2013)
Location	Greenham Business Park, Thatcham, Berkshire
Holidays	2.5 days per month in first year (including bank holidays), increasing to 31 days per annum after 1 years service, 32 days for 2 – 5 years service and 33 days thereafter
Company Pension	2% Ee's + 2% Er's Contribution (GPP)
Life Assurance	1 x P60

