

Position Description

Position Title: Peanut Butter Maker

Location: Picot Productions Ltd. 15/18 Elms St, Wakatu Estate, Nelson

Date: 08 Feb 2018

Reporting to: Production Leading Hand, Production Team Leader

Role Purpose

To ensure our naturally healthy and exceptionally tasty, premium Pic's Peanut, Almond and Cashew Butters are manufactured with non-negotiable commitment to the highest quality in both production and food safety standards. We want our customers to have the very best experience every time they pop a jar of Pic's.

This role is pivotal in supporting the company's vision of "being the best loved peanut butter company in the world."

Values

Team player, honest, have integrity and prepared to do the best work of their career. We make PB that kiwis love and we want someone who will love telling their grandkids they worked at Pic's Peanut Butter.

Important Working Relationships

Internal	<ul style="list-style-type: none"> • Production Leading Hand • Production Team Leader • Planning and Procurement Coordinator • Operations Manager • Engineers • Quality Coordinator • Health & Safety Rep
External	<ul style="list-style-type: none"> • Contract engineers • Third party FS compliance • Cleaning contractors

Key Accountabilities

Accountability	Tasks required include the following
Production	<ul style="list-style-type: none"> • Inspecting and loading bags of nuts • Roasting • Quality control • Grinding/Processing • Glass inspection • Pre-assembly of packaging materials • Operation of various plant machinery • Supervision of the production line to ensure a smooth production process • Packing of product • Assist the Production Leading Hand with the daily paperwork requirements • Warehouse duties
Food Safety	<ul style="list-style-type: none"> • Full compliance with Food Control Plan • Inline FS compliance as required by Production Leading Hand
Health and Safety	<ul style="list-style-type: none"> • Full compliance with Pic's Health and Safety Management Plan • Monitoring of identified hazards in the production environment • Reporting of new hazards
Assisting with general warehouse duties if required	<ul style="list-style-type: none"> • Loading/Unloading of trucks as required • Receiving/Transfer Orders in Fishbowl • Palletising • Ensure smooth flow of raw materials in and out

	<ul style="list-style-type: none"> • Interface with Warehouse Incoming & Outgoing warehouses • Informing the Production Team Leader when new items/replacements/supplies require ordering
Maintenance	<ul style="list-style-type: none"> • Day to day minor maintenance and adjustments • General preventative maintenance • Communicate with engineering team on issues regarding maintenance in a timely appropriate manner

Competencies	
Teamwork	<ul style="list-style-type: none"> • The ability to behave in a co-operative and supportive manner within a team by actively contributing whilst remaining flexible to the needs of others.
Achieving results	<ul style="list-style-type: none"> • Maintaining high standards of performance for self and others. Assuming responsibility and accountability for successfully completing assignments or tasks. Taking ownership of standards of excellence.
Initiative	<ul style="list-style-type: none"> • Uses initiative where appropriate, adaptable and receptive to new ideas and willing and able to adjust to changing demands and circumstances.
Stress Tolerance	<ul style="list-style-type: none"> • Maintaining stable performance under pressure (such as time pressure or mechanical issues), handling stress in a manner that is acceptable to others and the organisation.
Well Organised	<ul style="list-style-type: none"> • Meets deadlines & commitments even when interrupted. Shows attention to detail - notices and corrects errors.
Customer Focus	<ul style="list-style-type: none"> • Provide a genuine opportunity for customers to engage with our PBMs and ensuring that they receive the very best experience of Pic's PB.

Experience/Qualifications Required
Food Industry/Manufacturing experience Computer literate Health and Safety Food Safety/HACCP Problem Solving Plant and machinery maintenance Forklift 'F' endorsement

Company Structure

