

JOB DESCRIPTION**Job Title:** Filling Operative**Department:** Production**Job Holder's Name:****Signature:****Reports To:** Production Manager**Date:****MAIN FUNCTION OF JOB**

Support the Team Leader, Deputy Production Manager and Production Manager with all day-to-day material handling and filling requirements.

TASKS:

- Setting up filling in preparation for daily filling runs.
- Loading and unloading of blended materials into machines for filling.
- Weighing the correct amount of material as detailed on the filling records.
- Checking and accurately recording GR & batch numbers of materials when completing filling records.
- Accurately completing filling records as materials are being filled.
- Operating machinery (training will be provided).
- Moving and transporting boxes, drums and containers using equipment provided.
- Moving pallets from one area to another using mechanical aids.
- Picking stock from the warehouse for production and filling operations.
- Monitor the performance of filling machines while operational.
- Quality checking product as it passes through the operational process.
- Filling dental material into tubes, jars and containers in preparation for labelling.
- Labelling bottles, tubes, jars and containers in preparation for packing.
- Packing bottles, tubes, jars and containers as per filling process.
- Deep cleaning of equipment after each run to avoid contamination.
- Accurately completing paperwork to ensure traceability of all materials.
- Assisting with periodic stock checks and annual stock-take.
- Responsible for gowning up and always wearing the appropriate PPE such as lab coat, eyewear, hairnet, beard snood and safety shoes.
- Assisting in packing when required.
- Maintaining the filling area in a clean and tidy condition.

Approved by OpM:**Date:** 12 MAR 25

JOB DESCRIPTION

Job Title: Filling Operative

- Working in a safe, orderly manner with regard for the safety of others and in accordance with company health and safety policy and procedures.
- Informing the Deputy Production Manager and Production Manager of any ideas for continuous improvement.

PERSON SPECIFICATIONS:

- Able to lift weights of up to 15Kg and to stand for long periods.
- Reliable and dedicated, with willingness to positively contribute to the department.
- Able to follow instructions and procedures accurately.
- Able to work effectively with other people.
- Strong attention to detail.
- Good verbal communication skills.
- Good basic arithmetic skills.
- Good time keeping and punctuality.
- Adaptable and flexible.
- Keen to learn.

REQUIRED QUALIFICATIONS

- None