



We currently have a vacancy for the following position:

Process Operative (Intake – Day Shift)

POI/05/22

Scope of the Job:

Responsible for unloading/loading raw material or finished products for transport, checking packaging/quality, weighing in stock, transferring stock, Receiving stock, rotating stock, and servicing production areas with materials for processing.

Job Role:

- Unload/load refrigerated transport
- Check product weights, quantity, etc. and reject any non-conformances
- Weigh in or scan stock and label as required
- Place stock in Intake storage area
- Rotate stock in date order for use
- Check orders and stock received at end of shift, report any issues to Team Leader or Supervisor
- Stack product correctly in chills
- Carry out all required quality checks
- Picking orders for production
- Use correct date rotation and follow planning instructions
- Scan all material to works orders
- Return unused material to stock
- Process relevant documentation for deliveries and despatches
- Stocktakes within department
- To ensure the integrity of our products, customers and brands is always maintained, as suitable to the role and defined in relevant procedures.

Requirements:

- Experience working in Intake and/or Despatch, preferably in a manufacturing environment
- Experience using a scanner and stock rotation system
- Ability and willingness to work in a cold environment undertaking manual labour tasks
- Flexibility to work additional/alternate hours depending on the needs of the business
- Good communication skills and understanding of English language

Application forms are available from Linden Foods HR Department or by downloading from www.lindenfoods.com/careers Tel: 028 87728233

Closing date for receipt of applications is Wednesday 25th May 2022

***Linden Foods are an Equal Opportunities Employer
We reserve the right to enhance criteria at shortlisting stage***