

Position Description

Position: Feed Mill Operator (Morning shift)

Location: Burnham Feed Mill

Reports to: Feed Mill Operations Manager

Position objective: To produce high-quality specialty animal feed, accurately, and to specification – supporting the smooth and efficient daily operation of the Burnham Feed Mill. This includes accurate weighing and mixing of ingredients to diet formulations, safe operation of feed mill equipment, and maintaining a safe and clean workspace.

Key Duties	Feed Mill Operators are engaged in a variety of tasks, including but not limited to the following activities: - Manually scooping and weighing dry micro ingredients for each formulated diet as specified. - Manually transferring made up ingredients to the feed mixer. - Operating other machinery (e.g. auger) to transfer other ingredients into feed mixer. - Start up and monitoring the pellet press, clearing any blockages to ensure smooth running of the pellet press. - Cleaning, sweeping, and maintaining tidy work environments and machinery. - Forklift operation around site to move raw material ingredients into mixing area and finished feed into tot bins and load out zone. - Inward goods requirements, assisting with stock management - Cleaning, sweeping, and maintaining tidy work environments and machinery. - Any other tasks or responsibilities as required.
Health, safety and biosecurity	- Following all health, safety, and biosecurity protocols in accordance with site procedures and the Health and Safety at Work Act 2015. - Taking reasonable care of your own health and safety and that of others in the workplace. - Actively identifying hazards, near misses, incidents and injuries – and reporting them promptly to the relevant Supervisor or Manager. - Adhering to biosecurity requirements relevant to a feed manufacturing environment supplying farms.
Quality and compliance	- Maintaining consistency or product quality and meeting production requirements. - Following quality standards and complying with all applicable procedures, rules and regulations. - Identifying maintenance and cleaning requirements and escalating as appropriate.
Teamwork	- Supporting the Operations Manager and Supervisors as directed, contributing to a positive team culture by taking personal responsibility own behaviour and conduct. - Proactively supporting the work of colleagues by thinking through decisions that may impact others, role modelling a constructive problem-solving mindset.
Responsibilities	In carrying out the above duties, the Feed Mill Operator is expected to: - Operate machinery and equipment competently and safely - Follow and accurately execute instructions and established diet formulas - Communicate openly and constructively with all co-workers onsite to deliver valuable teamwork - Contribute positively to the feed mill team environment

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	• Work effectively under production deadlines and respond flexibly to changing requirements • Able to follow and execute instructions. • Accurate, patient, careful, responsible, reliable, quick and alert. • Be able to work in a goal driven environment and under strict deadlines. • Keep a clean, safe working environment. • Escalate any quality safety, or operational concerns to supervisors and managers appropriately • Taking personal responsibility for own workplace development and training needs • Professionally representing Freshpork's interests in all interactions
Qualifications and Experience	Essential: • Current full, clean driver's license • Sufficient physical fitness and stamina to perform the duties of the role • Eligible to work in New Zealand • Ability to pass a pre-employment medical, including drug and alcohol screening Desirable: • Previous experience in a feed mill, food manufacturing, or similar production environment • Current forklift licence • Familiarity with biosecurity requirements in an agricultural or food manufacturing context
Personal Attributes	• Attention to detail – accuracy in weighing and following formulations is critical • Physical stamina and strength due to the physicality of the role • Integrity and reliability • Strong team work ethic and open communication • Disciplined and results-driven • Flexible and responsive to production requirements
Roster	The shift typically falls between 4am-1pm Monday to Thursday, and 4am-finish on Friday. Some earlier starts and late finishes, and weekend work are possible depending on production and maintenance requirements.
Personal Attributes	• Attention to detail • Physical stamina and strength due to the physicality of the role • Integrity • Team player • Open communication and sharing of information • Disciplined • Results driven

Acknowledgement

I acknowledge that I have read and understood this Position Description. I understand that the duties and responsibilities outlined are representative of the role and may be reviewed, updated or reasonably varied over time to reflect the changing needs of the business.

_____	_____
<i>Employee Signature</i>	<i>Manager Signature</i>
_____	_____
<i>Employee Name</i>	<i>Manager Name</i>
_____	_____
<i>Date</i>	<i>Date</i>