



JOB DESCRIPTION: Food Processing Worker

Role: Food processing worker

Reporting to: Manufacturing Team, Quality Assurance

Allocated hours: 37.5 hours per week

KEY FUNCTION: *Responsibility for the manufacture of Essential branded products, including quality control, processing, packaging, labelling, storage, record-keeping of foods, for sale and distribution to customers*

MAIN TASKS

- 1) Run efficient production lines, including manual operation and use of manufacturing machinery
- 2) Maintain standards of safe allergen handling, hygiene, and equipment functionality through routine cleaning and maintenance
- 3) Keep accurate records of all production work, maintaining strict traceability standards
- 4) Ensure accuracy and compliance of all Essential product labels
- 5) With support of other teams, respond to supply and demand pressures to maintain stock levels and minimise lost sales due to out-of-stock products
- 6) Maintain safe working environment through observation of H&S principles and policies, with particular attention to machinery and electrical equipment
- 7) Take responsibility for the shared administration and management of the Manufacturing team, including liaising with other teams and external parties
- 8) Carry out quality control on all commodity food products entering the warehouse
- 9) Undertake training as needed to meet requirements of legislation and of the role
- 10) Working flexibly across Manufacturing sub-sectors, in line with your ability, level of training, and business needs
- 11) Undertake other duties within the Manufacturing team and the wider business as deemed reasonable by the co-op.



GENERAL CO-OPERATIVE REQUIREMENTS & ABILITIES:

- 1) Participation in the running of the team and the co-operative as a whole.
- 2) Ability to work as part of a team and actively participate in team decision making.
- 3) Ability to show initiative, and to work independently without supervision.
- 4) Ability to take on responsibility, and complete tasks set through to the end.
- 5) Ability to share and exchange information with others.
- 6) As a Co-operative member, participate in the meetings and decision making processes of the Co-operative as a responsible co-director of the business.



PERSON SPECIFICATION: Food Processing Worker

CRITERIA	ESSENTIAL	DESIRABLE	To be demonstrated at:	
			Application	Interview
EXPERIENCE/KNOWLEDGE				
Experience of food processing work		*	*	*
Experience of other production or manufacturing work		*	*	*
Experience in operating machinery		*		*
Experience working in quality assurance/ understanding of the principles of QA		*	*	
Food hygiene training / certification		*	*	*
Food allergen training / certification		*	*	*
Fork lift training /certification		*	*	*
Knowledge of the wholefoods industry in general and Essential products		*	*	*
Experience or understanding of co-operative working		*	*	*
SKILLS / ABILITIES				
Good numerical skills, e.g. ability to accurately weigh products, calculate fractions and percentages.	*		*	*
Skilled working with computers, e.g. spreadsheets, databases, stock management & labelling software.		*	*	*
Problem solving, e.g. identifying/fixing machinery malfunctions	*			*
Clear and effective communication, in person and remotely, e.g. email, phone	*		*	*
Effective teamwork, within Manufacturing sector and other teams in co-op, e.g. QA, Distribution, etc.	*			*
COMPETENCIES / BEHAVIOURS				
Self-motivated: works productively and efficiently without supervision	*		*	*
Hygiene-focussed: follows principles and policies of food hygiene and allergen safety; keeps workplace clean and tidy; maintains good personal hygiene	*			*
Well organised: able to plan and prioritise own workload	*		*	*
Attention to detail: e.g. understands the				

Last reviewed: October 2026

Essential

need for accuracy to ensure products are correctly packaged and labelled	*		*	*
Calm and able to work well under pressure	*			*
Willingness to be actively involved in group decision making, as team member and potentially co-op member	*		*	*
Takes responsibility: willing to take on additional responsibility in the team and the wider co-op, where necessary	*		*	*
OTHER REQUIREMENTS				
Able to work with food allergens	*			*
Passionate about great food!	*			*