



# Job Profile

## Operator (Pelleting)

### Job Details

|                    |                                                  |
|--------------------|--------------------------------------------------|
| Job Title          | Operator (Pelleting)                             |
| Historic Job Title | n/a                                              |
| Date Reviewed      | 2025-06-30                                       |
| Location           | Graaff-Reinet (Bran Pelleting Warehouse (RAW03)) |

### Position in Organisation

|                          |                                             |
|--------------------------|---------------------------------------------|
| Structural Unit          | Supply Chain (Warehousing & Logistics)      |
| Position Being Evaluated | Operator (Pelleting)                        |
| Direct Line Manager      | Warehouse Manager (Raw Materials & Returns) |
| 2nd Line Manager         | National Warehouse Manager                  |
| Direct Subordinates      | None                                        |

### Position Description

#### Overall Purpose of the Job

The Machine Operator at the Bran Pelleting Plant is responsible for the efficient and safe operation of pelleting equipment used in processing bran into pellets. The operator ensures consistent product quality, performs routine maintenance, and troubleshoots equipment issues while adhering to safety and quality standards.

#### Qualifications *(Formal Qualification Required)*

##### Minimum

- Grade 12 (NQF Level 4)

##### Ideal

- None

#### Legal *(e.g. Driver's License, etc.)*

##### Minimum

- None

##### Ideal

- None



## Experience *(Minimum Experience Required and number of years)*

| Minimum                                                                           | Minimum time spent in job |
|-----------------------------------------------------------------------------------|---------------------------|
| <ul style="list-style-type: none"> <li>Experience in the Batching area</li> </ul> | 1 - 2 years               |

## KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

| KPA / Main Outputs and Responsibilities for this Position | Prepared Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Weighting / Time Spent |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Milling and Sifting Operation                             | <ul style="list-style-type: none"> <li>At the beginning of the shift, check the current production run and if any problems were experienced in the area during the previous shift Complete the <i>Pre-start Checklist</i> as well as the hourly checklist to indicate the running of the milling operation</li> <li>Operate and monitor <i>Pelleting Machines</i> and associated systems (feeders, conditioners, coolers, etc.)</li> <li>Perform routine <i>Equipment Inspections</i> and minor <i>Maintenance Tasks</i> (e.g., clearing blockages, lubricating parts)</li> <li>Adjust <i>Machine Settings</i> to achieve the required <i>Pellet Quality</i> (size, density, moisture, etc.)</li> <li>Identify and troubleshoot <i>Mechanical</i> and <i>Process-related Issues</i>, report irregularities or malfunctions to Warehouse Managers</li> <li>Conduct routine <i>Quality Checks</i> and report deviations immediately</li> <li>Work closely with Quality Control and Maintenance teams to minimise machine breakdowns and product defects</li> </ul> | 40%                    |
| Quality of Final Product                                  | <ul style="list-style-type: none"> <li>Continuously take <i>Samples</i> to check the quality of the final product. If the consistency is not correct, investigate where to possibly adjust settings or perform mechanical changes, etc.</li> <li>If required, notify the Warehouse Manager (Raw Material &amp; Returns) to obtain permission to stop the <i>Production</i> and the <i>Extruding Process</i> so that the appropriate adjustments can be made</li> <li>Adhere to <i>Safety Precautions</i> when adjusting or checking any equipment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20%                    |
| Overall Operations and Maintenance of Plant               | <ul style="list-style-type: none"> <li>Collect and record Production Data, including output quantities, downtime, and Quality Control results</li> <li>Maintain <i>Process Parameters</i> as per <i>Standard Operating Procedures (SOPs)</i></li> <li>Maintain cleanliness and basic maintenance of machinery and surrounding work areas</li> <li>Coordinate with Maintenance and Quality Assurance teams for preventive <i>Maintenance</i> and <i>Audits</i></li> <li>Ensure <i>Safe Handling</i> and <i>Storage</i> of materials in compliance with Company Procedures</li> <li>Support <i>Packaging, Labelling, and Stacking</i> of finished pellet products</li> <li>Assist other departments or team members as required</li> <li>Assist in material handling, including feeding raw bran and managing output storage</li> </ul>                                                                                                                                                                                                                            | 30%                    |
| Housekeeping, Hygiene and Occupational Health and Safety  | <ul style="list-style-type: none"> <li>Adherence to <i>Occupational Health and Safety (OHS)</i> as well as <i>Food Safety Standards (FSSC 22000)</i></li> <li>Identify <i>Health and Safety Hazards</i> and implement corrective and preventative measures</li> <li>Ensure compliance with workplace <i>Health and Safety Procedures</i>, including proper use of <i>Personal Protective Equipment (PPE)</i>. Report hazards or risks to Management</li> <li>Adhere to <i>Personal Hygiene Standards</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 10%                    |



## KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

- Keep the working area clean and tidy at all times. Assist with the cleaning of all areas when the factory is off for shut-down/maintenance

## Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

### Skills

- Machine Operation & Maintenance
- Process Control
- Problem-solving
- Decision-making

### Behavioural Attributes

- Observant
- Attention to detail
- Reliable
- Accurate

### Knowledge

- Knowledge of understanding of *Machine Operations* and *Mechanical Troubleshooting*.
- Knowledge of *Reading Gauges, Meters, and Technical Manuals*.
- Knowledge of *Raw Material* and required *Consistency*

### Special Requirements

- Incumbent must be physically able to lift and fit sieves and to regularly move up and down stairs
- Incumbents are required to work in Shifts, which include working over weekends, public holidays, night shifts and overtime
- The Employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements.
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.



## Participants

| Input Participants |                                             |
|--------------------|---------------------------------------------|
| Participant Name   | Participant Designation                     |
| Rodriques Lewies   | Warehouse Manager (Raw Materials & Returns) |
| Karen Smith        | National Warehouse Manager                  |

| Completed By   |                         |
|----------------|-------------------------|
| Name           | Title                   |
| Henry Galloway | Human Resources Manager |