

JOB TITLE	Operator in Training
COMPANY	UPP
DEPARTMENT	Roll Factory

PURPOSE OF THIS POSITION

The Trainee Operator is responsible for learning and developing the skills required to safely and effectively operate production machinery within the plant. The role focuses on gaining competency in equipment operation, quality standards, documentation, and health & safety requirements while working under supervision. The trainee operator will also be required to assist in operating equipment where necessary.

JOB TASKS & RESPONSIBILITIES

Productivity

- Assist with the preparation and operation of assigned machines.
- Learn correct machine start-up, running, and shutdown procedures.
- Assist with loading materials and removing finished product.
- Monitor product quality and report any defects or concerns.
- Record production data as trained and directed.
- Assist with basic machine adjustments as competency is achieved.
- Support downstream operations (e.g. wrapper, bundler, baler) as required.
- Work cooperatively with Operators, Training Operators, and Supervisors.
- Assist during job changes, breakdowns, and cleaning activities.

Ad Hoc

- Assisting with ad hoc tasks and enquiries if and when required

Training & Development

- Attendance, reliability, and engagement in training
- Actively participate in all on-the-job training and instruction.
- Completion of training modules and competency signoffs.
- Learn and follow Standard Operating Procedures (SOPs) and work instructions.
- Demonstrate understanding of quality standards and customer requirements.
- Progress through competency assessments as training milestones are met.
- Ask questions and seek clarification to ensure correct and safe operation.
- Accept feedback and coaching from Training Operators and Supervisors.

Health & Safety

- Must always adhere to all Health & Safety policies and procedures.
- Execute housekeeping duties when instructed.
- Use correct PPE and follow safe work practices.
- Immediately report hazards, incidents, or unsafe conditions.
- Maintain good housekeeping standards in the work area.
- Ensure quality of products produced meets required standards.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Language ability: Must be able to converse, read and write in English.
- Fundamental knowledge and understanding of the manufacturing process and procedure.
- Knowledge and understanding of basic Health and Safety regulatory requirements.
- Attention to detail is imperative.
- Ability to work independently.
- Must take responsibility & pride in his/her work.
- Positive attitude and strong work ethic.



CAREER OPPORTUNITY

MINIMUM REQUIREMENTS	APPLICATION
1 to 3 years related working experience in the manufacturing environment. - Minimum Qualification: Grade 12	- Submit your CV to Shamiek Narrandes at snarrandes@upap.co.za - Proof of qualifications must accompany the application.