

Job Description

Bakery Engineer

Version: 3	Date: December 2018
Originator: Wayne Padgett	Responsible to: Engineering Manager

Job Purpose:

- To provide electrical and mechanical engineering services to the site;
- To ensure that the plant and equipment runs safely and efficiently at all times with the aim of minimising downtime.
- The job holder will do all tasks within his/her level of skill and ability;

Key Responsibilities:

	Input	Measurable Outputs
1	Provide efficient maintenance and electrical services within all areas of the plant	<ul style="list-style-type: none">• Ensure machinery complies with all Health & Safety Regulations;• Regular maintenance of machinery;• Maintain spares stock, source and re-order when necessary;• Maintain all electrical supplies to machinery etc. ensuring the receiver item complies with all Health & Safety Regulations;• Keep store and work area in a clean and tidy order;• Attend any courses the Company feel necessary for the efficient running of the plant.
2	Install and commission new machinery and electrical supplies if and when necessary	<ul style="list-style-type: none">• Ensure familiarity with new machinery;• Familiarise with computer attachments to new machinery;• Attend any training courses necessary in relation to new machinery requirements.
3	Communicate effectively with relevant personnel/departments	<ul style="list-style-type: none">• Attend quality control meetings;• Liaise with Engineering Manager; Operations Manager and Shift Mangers on all aspects of job role;• Complete audit sheets for department and hand to Quality Assurance department daily.

Operating Guidelines

Company Policies & Procedures
Site rules & practice
Health & Safety Rules & Legislation
Quality Manual

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Internal contacts	External contacts
Shift Managers Operations Manager Senior Engineer Technical Manager Managing Director and Directors	Machinery & parts suppliers Manufacturers of Bakery equipment Third party engineers

Essential Qualifications	Desirable Qualifications
HND (or equivalent) in Electrical/Mechanical Engineering Previous experience with a bakery environment	Fork Lift Truck Licence Basic Food Hygiene Certificate

Attitudes / Aptitudes
<ul style="list-style-type: none">• Team player• Positive & flexible attitude to work• Compliance with Company rules• Has initiative• Self motivated• Good communicator

Personality Profile
<ul style="list-style-type: none">• Flexible and adaptable to change.• Maintain good relationships within the team.• Demonstrates respect for other colleagues.• Good timekeeper.

Employee Print Name:	Date:
Employee Signature:	
Manager's Print Name:	Date:
Manager's Signature:	