THOMPSONS
FEEDING INNOVATION

Job Title: Dispensary and Quality Control Operator	**Location:** John Thompson & Sons York Road
Reporting to: Quality Manager	**Salary:**

Job Purpose:
To carry out accurate ingredient weighing and preparation, maintain dispensary stock records, and manage sample collection, storage and retrieval. Support quality control through process sampling and physical testing, while maintaining relevant documentation, housekeeping standards and compliance with company policies and health and safety procedures.

Key Accountabilities

- Manage and monitor stocks of dispensary ingredients.
- Check ingredient identity and verify required quantities against the relevant preparation instructions before weighing and preparing hand additions.
- Weigh dispensary ingredients accurately and prepare weighed hand additions.
- Check weighing and testing equipment before use, record the checks and report faults or overdue calibration to the Quality Manager.
- Count stock daily and monthly, compare findings against stock records and reconcile differences.
- Investigate stock discrepancies within the scope of the role and promptly report unresolved differences, shortages or damaged ingredients to the Quality Manager.
- Collect despatch samples daily from weighbridges and designated collection points.
- Organise and maintain the sample storage facility on the 5th floor.
- Locate and retrieve samples as required and recycle samples as appropriate.
- Undertake specific process sampling exercises.
- Perform physical quality testing.
- Assist the quality control team and carry out assigned operational support tasks.
- Maintain and review documentation relevant to the role.
- Clean and organise the work area and maintain housekeeping standards.
- Follow company policies and support their implementation.
- Follow all health and safety procedures relevant to the role and work safely.
- Identify and discuss personal training and development needs with the supervisor.
- Attend, participate in and complete all training required for the role.
- Assist with induction, support company training and contribute to appraisal activities as required.
- Undertake and complete other duties appropriate to the role as required.

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Person Specification

Essential

- Possess GCSEs in English and Maths.
- Numeracy skills to weigh ingredients accurately, complete stock counts and reconcile stock records.
- Attention to detail when preparing hand additions, handling samples and carrying out physical quality tests.
- Ability to maintain clear, accurate stock, sample and quality control documentation.
- Organisational skills to manage daily sample collection, storage and retrieval alongside dispensary duties.
- Ability to follow instructions, company policies and health and safety procedures, and maintain housekeeping standards.
- Clear communication and teamwork skills to support the quality control team and discuss training needs with the supervisor.
- Willingness to undertake and complete training relevant to the role.

Desirable

- Previous experience of ingredient weighing, dispensary operations or stock control.
- Experience of sample collection, storage, process sampling or physical quality testing.
- Experience of maintaining operational or quality control records.

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