

## Carley's of Cornwall- Production staff job description.

Carley's of Cornwall is one of Europe's leading manufacturers of organic nut and seed butters, pickles, chutneys and organic chocolate spreads.

We pride ourselves on having a great company ethos, excellent environmental responsibility and a fantastic, happy team of people who work here.

We are looking for an enthusiastic, capable & reliable individual to join our small team here at Carley's.

Currently production runs up to six days a week, we work a two, three or four-day shift pattern working a nine-hour shift. Your working hours can be discussed with Rachel or John who manage the company or Cathy who is head of production, we are very happy to offer flexible working hours with prior discussion. Your annual holiday entitlement will be 5.6 x your standard working week. All staff are paid above the minimum wage. Starting pay to be discussed at the time of interview, all new staff start on a three-month trial basis after which we will employ on a permanent arrangement.

### Essential qualities include;

- Good communication skills.
- Ability to follow instruction and pay attention to detail.
- Ability to work well as part of a team.
- Showing flexibility around shift patterns.
- Being physically strong.
- Some computer experience is preferred although training will be given.

Work at Carley's can be physically demanding, **relevant training will be given for all tasks**, but it is essential that the suitable candidate be **physically fit & strong**. Day to day work varies, although normally takes place around the production line and in the dispatch and storage areas.

### Tasks and duties may include;

- Operate food processing equipment, working on all different stages of the production line.
- Load & unload ingredients and finished product from machines.
- Make sure that appropriate safety measures are taken into account at every step of the production process.
- Mix ingredients & ensure that the correct specification is followed at all times.
- Make sure that tools & equipment are cleaned & maintained in accordance with a daily audit and processes that are pre-defined.
- Make sure that products are recorded and stored with all relevant data completed.
- Ensure correct labelling and data at all times & that the finished product is packaged correctly.
- Understanding allergens, and the importance of thorough clean downs. (training provided)
- Maintain a positive work relation with co – workers as well as management.
- Palletising, data recording and dispatch of goods.

If you think that you may suit working here, we would be delighted to meet you in person, please get in touch to discuss.

*Rachel Sutton, John and Shirley Carley,*

Great Wheal Daniel  
Station Road  
Chacewater TR4 8FP  
Tel 01872 560831 and 01872 561297

The logo for Carley's, featuring the word "Carley's" in a bold, yellow, sans-serif font, set against a solid black rectangular background.

Factory **open** for collections and deliveries **8.30am - 5.30pm Monday to Friday**. Please note we are closed for collections and deliveries on Saturdays and Sundays. Company registered in England Wales (and Kernow) number 3997714, VAT No: 383 7191  
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