



J O B D E S C R I P T I O N

Job Title: *PRODUCTION OPERATIVE*

Responsible to: *Team Leader*

Main purpose: *To carry out required duties on production lines including ancillary machinery and to ensure that finished products are of the required standard.*

Main tasks and duties

- Quality control and inspection of finished products;
- Packaging of finished products ensuring they meet required quality standards;
- Assisting with machinery as required;
- Ability to work with warm water (personal protective equipment supplied if required);
- Maintain work area to required standard;
- Deal with non-conforming materials, processes and products in accordance with Company procedures;
- Participate in training and improvement activities and to train others as required;
- Be willing and capable to learn new and established processes and procedures within given time-scales as required by the Production Manager;
- Ensure that all output and product output sheets are completed on their shift and that any problems relating to scrap or downtime are clearly documented.

Health & Safety

- Carry out duties at all times in a safe and responsible manner whilst conforming to current Health & Safety Regulations;
- Ensure Team Leader and fellow employees are informed of all potential hazards / problems that may arise;
- Through good housekeeping procedures ensure that a safe and clean working environment is kept at all times;
- Ensure all waste material or product is dealt with, as directed, in a prompt manner;
- Check disposal instructions are strictly adhered to and that no environmental pollution results from the disposal of any material from the area under your control.

Communications

- Ensure communications are maintained at the highest possible level between management and the workforce and keep your Team Leader / Manager advised of impending situations which could develop into more serious problems;
- Develop mutual respect with employees, by ensuring that all dealings are objective and impartial.

General

- Ensure compliance with the company's Equal Opportunity Policy and maintain neutral working environment;
- Any other duties as may reasonably be required.