

Production Operative

Job Description

Role Purpose

To work as part of the production, assembly and inspection teams following standard operations to ensure the products we make are manufactured or assembled within the allotted cycle time, conform to specification and are packed off in line with the packaging specification and with the required quality standards.

Line Management

The Production Manager has overall responsibility for the management of the team. Line management responsibility may be delegated to shift leaders, team leaders and leading operators as appropriate.

Key Role Areas

Responsibilities may include:

- Operating plastic injection moulding machines, ensuring each part produced conforms to its specification
- Removing parts (warm to the touch) produced by the machine at regular intervals (dictated by the programmed times), visually checking and hand signing the parts
- Conducting assembly work either working alone or within a production line
- Sometimes trimming excess moulded plastic from parts using knives (wearing appropriate PPE – cutting gloves)
- Applying labels to parts as appropriate
- Packing each part according to the instructions for the product – this may involve bending down to place parts into the appropriate packaging
- Inspecting a sample of parts produced to check quality and conformity to specification
- Reading and following consistently training guides, standard operating procedures (**SOPs**) and quality information
- Completing written logs of work done
- Any other reasonable duties as required, for example assembling, packing and labelling product ready for distribution or cleaning and tidying where needed during quiet times throughout the shift when all machines are set and running

Employees may be assigned to any of these areas, depending on resource needs.

Key Result Areas and Expectations

- **Safety First Environment** - Work in a safe and responsible manner to ensure the safety and wellbeing of yourself and colleagues. Report and escalate any accidents, incidents, concerns and/or abnormal situations to your line manager. At all times wear the required uniform and PPE for the process being completed. All lifting and manual handling activities to be carried out safely.
- **Time and Attendance** - Keep good attendance and arrive in a timely manner. Complete timesheets accurately and hand in for approval at the end of each week. Ensure any absence or lateness is reported at the earliest opportunity via the agreed method of communication. Have a reasonably flexible approach to working patterns, job rotation and overtime.
- **Production Performance** - Work quickly and methodically to production targets in a fast-paced manufacturing environment. Perform operations within the specified cycle times and targets. Demonstrate consistent attention to detail to ensure that quality standards are upheld, and standard operations and rework instructions are followed. Discrepancies or non-conformances should be escalated to line managers immediately when identified.
- **Administration** - Complete documentation in line with job requirements. Paperwork to be updated at the required frequency. Paperwork to be neat and legible.

- **Continuous Improvement** - Support company, department and section improvement activities. Contribute with ideas to support efficiency improvement, waste elimination and a safer working environment.
- **5S/Housekeeping** - Maintain a high standard of housekeeping in line with the standards set out in the work cell state of reference. Ensure that work area is kept clean, tidy and organised throughout the shift and handed over to the next shift in an acceptable condition
- **Conduct and Behaviour** - Treat your colleagues with dignity and respect. Any threatening and anti-social behaviour will not be tolerated. Follow rules on conduct set by the company. Demonstrate an ability to take direction from managers, team leaders and trainers. Be able to work independently and as part of a team, building positive relationships with colleagues and managers.

Physical demands of the role

Physical demands may include:

- standing for long periods – shifts are around 8 hours long and the role involves standing at a specific work area and moving around the factory
- carrying materials – typically around 15kg of plastic raw materials must be measured out and carried up steps to be poured into the machine “hopper”. This is done twice an hour throughout the shift
- close-up visual inspection of parts, including checking colours match to specification
- manual dexterity when handling parts or using cutting/assembly tools

Other skills required for the role

- Reading and basic maths comprehension to understand and interpret training guides, standard operating procedures (**SOPs**) and quality information and to complete production reports

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