



Job Description

Job Title: Machine Operator	Reporting To: Shift Supervisor
Date of Appointment:	Department: Production
Location: Recticel Insulation Products	Grade/Rate:

- **Job Objective**

The Production Operator will be responsible for operating key equipment within the production environment. The role requires flexibility to run different machines as required. The Operator will be responsible for housekeeping, reporting production data and monitoring product quality.

- **Key Accountabilities**

Describe the most important activities the jobholder will be accountable for. All employees will work flexibly outside these tasks as required.

1. Setting up, running and monitoring key machines.
2. Basic maintenance and good housekeeping of machinery.
3. Performing manual intervention as and when required according to Standard Working Procedures.
4. Monitor quality through the allocated workplace.
5. To record production data.
6. Constant vigilance with regard health and safety in the workplace.

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- **Skills**

Describe the most important skills the jobholder will possess. All employees will be expected to acquire new skills through relevant training and on the job experience.

<input type="checkbox"/> Methodical and able to consistently follow set procedures accurately
<input type="checkbox"/> The ability to prioritise workloads
<input type="checkbox"/> An approachable manner and good communication skills
<input type="checkbox"/> Good numeracy skills
<input type="checkbox"/> The ability to complete accurate records
<input type="checkbox"/> Works well under pressure
<input type="checkbox"/> A willingness to work flexibly
<input type="checkbox"/> Quick to learn new skills and procedures

Job Description Page Three

- **Knowledge**

What level of knowledge does the job holder need to apply in this role?

A good background in a "fast paced" continuous process manufacturing culture is highly desirable.

Counter Balance FLT operators licence beneficial

All role specific training will be provided to the employee in a structured training scheme.

- **Structure**

Who is/are the job holders?

Immediate Boss:
Shift Supervisor

Direct Reports:
None

Include a structure diagram below if appropriate:

