



Job Description: General Factory Operative

Summary of Role

Reporting to the department Supervisor or Manager, responsibilities are for the preparation of components and/or units to the highest quality whilst working in accordance with standard operative procedures (SOP's) and in line with schedule order.

Key Responsibilities

- Control and operation of equipment, hand tools, power tools and machinery as per SOPs;
- Ability to communicate with team members and work on own initiative to ensure the schedule order is met;
- Compliance to all Health and Safety and PPE requirements at all times as per Company Health and Safety Policy and site requirements;
- Visual check of all materials and finished products to ensure they are of the highest quality and are fit for the intended purpose;
- Reading and interpreting Company production data with accuracy and in line with schedule order;
- Involvement and participation in team projects and process improvement initiatives;
- Identification and reporting process improvement opportunities as per Company ideas scheme;
- Compliance with Total Productive Maintenance (TPM) principles;
- Preparation of components and/or units; and
- Work from cutting list, checklist, or verbal instruction to ensure delivery timescales are met.

Essential Skills and Experience

- Ability to follow written and verbal instructions

The above statement is intended to describe the general nature and level of work being performed by employees assigned to this job role. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Prepared by: _____

Date: _____

I accept the contents of this job description.

Signed: _____

Date: _____

Name: _____