

HAVEN Protective Technology Solutions LIMITED
JOB DESCRIPTION

Shop operative	Floor	<u>DEPARTMENT</u>	Larbert
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<u>ACCOUNTABLE TO.</u>	Operations Manager
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<u>RESPONSIBLE FOR.</u>	Working on the line producing fabric based goods to the standards specified by the customer
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<u>KEY ROLES AND RESPONSIBILITIES</u>	<ul style="list-style-type: none"> • Demonstrate good housekeeping procedures by ensuring work station is clean and tidy and machines/tools/ equipment are in good working order and aligned with Health & Safety requirements • Use the relevant machines/irons and other tools in the production of fabric based goods • Check the quality of stitch off the machine and address as required • Highlight any quality/ Health & Safety breaches to operations manager • Examine the quality of the finished fabric based goods and return to the line those that are substandard • Finish off finished work by pressing, bagging, and boxing • Update quality tracking paperwork as required • Palletize and dispatch finished goods • Communicate with peers and management team on production issues • Work effectively as a member of a team • Follow Rehab's policies and procedures
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<u>COMPETENCY INDICATORS.</u> e.g. Qualifications, Training, Experience etc.	<ul style="list-style-type: none"> • A high level of dexterity • Attention to detail • Good hand to eye co-ordination • Effective team working skills • Flexibility/Adaptability • Ability to follow processes and procedures.
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TRAINING OPPORTUNITIES

- On the job training and coaching by line manager and experienced colleagues in the factory & in the warehouse
- Training on quality
- Customer Service Training
- Soft Skills training as required by individual

You will receive a personal development plan tailored to your individual needs and once fully trained in all lines the expectation is that there will be the opportunity to move around the factory to gain further experience, and to train/ coach new entrants

<u>DATE REVIEWED</u>	<u>REVIEWED BY</u>	<u>JOB TITLE</u>
30 June 2014	PTS Management Team	Shop Floor operative

FORM REF.	QP4A1	REV. No.	0	REV. DATE	22/03/04
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