

PRODUCTION OPERATOR VACANCY

19/6/2018

Leeson Polyurethanes has a vacancy for a production operator to join our busy production team at our premises in Warwick.

Work involves manufacture of chemicals so the ability to operate accurately is essential. Some manual labour is required. No experience necessary as full training given but a forklift licence is required. See separate job description

A positive attitude is important. Must be able to work accurately while under pressure and time restraints.

38 hours per week working day shifts Monday to Friday.

Hours of work: 38 hours per week

Monday - Thursday 8.30am - 5.00pm

Friday 7.30am – 2pm with 9.30am – 4pm

Will be required to cover early and late shifts as required by the company with a week's notice.

22 days annual holiday + statutory holidays

Competitive Salary

Permanent role.

If you are interested in working in a fast-moving manufacturing environment please contact:

Angela Brown

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Interviews to start asap

Job Description

<u>Overview/ Purpose</u>	<u>Context</u>
<p>To carry out duties within the Production Department: receiving goods, loading chemicals into tanks, vessels, reactors, pans or other mixing equipment, decant into shipping packs and pack for dispatch and shipping, housekeeping and waste handling. Work in a safe and effective manner, ensuring that the Production Team constructively supports the objectives of the business.</p> <p>Customer satisfaction and time is of the essence</p>	<p>Location: Factory and yard</p> <p>Reporting to: Production Supervisor</p> <p>Responsible for: tasks within the production supply chain, health, safety & the environment as required, PPE wearing is part of the role</p> <p>Authority: normally £0</p> <p>Counter Balance Forklift truck driving is part of the role</p> <p>Manual handling is part of the role</p>

Performance Measures

1. Productivity (*actual performance against daily production plan*)
2. Customer satisfaction (*feedback – internal / external quality*)
3. Housekeeping (*working area organisation and cleaning between tasks*)
4. Health, safety and the environment (*incident reports*)
5. Attendance (*absence*)
6. Personal development plan (*periodic reviews*)

Key Responsibilities

- 1 Ensure H, S & E standards are maintained during allocated tasks including wearing of all designated PPE
- 2 Complete all training to an acceptable standard in a reasonable, agreed time frame
- 3 Receive raw materials, packaging, consumables, other deliveries and work in the yard as required. After training, off-load bulk tankers.
- 4 Follow written batch process sheets to charge and mix chemicals in suitable mixing equipment. as stated on batch process sheets.
- 5 Pack finished goods into containers, dispatch and carry out other production tasks as required by the business.
- 6 Complete allocated tasks from the Daily Production Plan, ensuring productivity, conformity & product presentation meet expected standards.
- 7 Carry out housekeeping and waste handling to expected standards.
- 8 Complete all paperwork accurately and in a timely fashion.

- 9 Drive forklift trucks to an acceptable standard, carry out simple safety and maintenance checks.
- 10 After instruction/training, follow relevant legislation, Company policy and Company procedures.
- 11 Build and develop effective working relationships within the Team
- 12 After training, carry out simple, non-critical maintenance tasks.
- 13 Be amenable to the development of work processes in line with the principles of continuous improvement and Best Practice
- 14 Undertake self-development activities as required by the business
- 15 Other appropriate tasks as required by the business from time to time