



## **JOB DESCRIPTION**

**JOB TITLE:** Factory Worker  
**REPORTS TO:** Production Manager  
**JOB TYPE:** Full Time – 37.5 hours/week – Shift Work  
**CAREER LEVEL:** Mid-Level Experience

### **General Description / Purpose of Role:**

To work as part of the factory team carrying out a range of duties including operating all processing plant and machinery, operating cutting room equipment; warehouse; and despatch. Thereby supporting the processing of carbon fibre throughout the entire cycle of material within the Company from Goods-In through to Despatch.

### **Responsibilities:**

Responsibilities include but are not limited to:

- Carry out daily pre-use checks of all plant and machinery before operation; in accordance with Standard Operating Procedures (SOP's);
- Operate all processing plant and machinery in accordance with SOPs;
- Complete all paperwork for your shift fully and to the required standards; and in full compliance of the Company's policies and procedures;
- Report faults and breakdowns to maintenance in a timely and efficient manner;
- Carry out routine inspection, maintenance and cleaning of equipment including, but not limited to:
  - Screen and blade changes; machine and filter cleaning;
  - Greasing machinery as required;
  - Draining and unblocking of machinery;
  - Checking and tightening of bolts;
- Receiving, moving, checking and inspecting goods received and ensure they are of accurate quantity, type and quality;
- Arranging the removal of all waste to the appropriate locations;
- Weighing feedstock received and recording weights and other information accurately;
- Packing and labeling products prior to despatch in accordance with Company procedures;
- Assisting with the loading of all despatches in a timely and efficient manner and ensuring all paperwork is complete and accurate;
- Liaison with drivers and dealing with couriers to site in respect of both deliveries and collections;
- Report any issues to the Production Supervisor in a professional, courteous and timely manner;
- To wear PPE correctly at all times when on the shop floor;
- To ensure quality standards are adhered to and met at all times;

- To fully comply with your Health & Safety responsibilities at all times and report any hazards immediately to the Production Supervisor;
- To undertake all reasonable duties assigned to you in a professional and timely manner;
- Strictly adhere to the working hours and structured break times at all times

**Minimum Educational Qualifications:**

- GCSE or equivalent Grade C in English Language and Maths is preferred;

**Minimum Previous Experience:**

- Previous experience working in a similar environment essential.

**Minimum Additional Training:**

- Valid Fork Lift Truck certificate preferred;
- IPAF Cherry Picker, Scissor Lift and Skid Loader certificate preferred;
- First Aid Training preferred but not essential;
- Quality Systems knowledge;
- Full, clean UK driving license preferred but not essential.

**Minimum Required Skills:**

- Confident self-starter who is able work on own initiative but also be a team player;
- Ability to follow processes and procedures accurately;
- Adaptability – the ability to learn new machinery quickly;
- Flexible approach to work, with the requirement to work additional or alternative hours when required to ensure all available machinery remains operational;
- Computer literate in Microsoft Office, including Word, Excel preferred but not essential.