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Description


Have a Duty of Care for Health and Safety

- Responsibility includes ensuring that work is conducted in a safe manner, that your work area is clean and tidy and free from hazards, that accidents are reported and that protective work wear is worn as required by the job.
- Must actively participate in training sessions.
- Under the terms of the Safety, Health and Welfare at Work Act, 2005, employees are obliged to;
 - have due regard for their safety, health & welfare and that of others who may be affected by their acts or omissions,
 - co-operate with the Company in relation to compliance with statutory requirements of the Act and other safety laws,
 - to use protective equipment, clothing or other means for securing safety, health and welfare,
 - to report, without delay, defects in workplace plant, equipment or other systems of work which may lead to danger.
 - Maintain a duty of care for materials, equipment, tools and workwear supplied by the Company for the purposes of conducting their duties.

Behave in a polite and courteous manner in the presence of visitors to the Company.

Principle duties and responsibilities:

- On a normal basis to work under the instruction of the Production Manager. Note: **no demarcation** of employment or of duties exists within the Company. In this respect the employee may be asked to work in, or transfer to other departments under the supervision of a Production Manager.
- Follow any reasonable instruction of the Production Manager.
- Co-operate with the Production Manager and other members of the team.
- To undertake machine operation and other manual jobs, handling of stock (raw materials, work in process and finished goods) as directed by the Production Manager.
- To undertake cleaning and maintenance jobs as instructed by the Production Manager/Manager.
- To endeavour to carry out tasks to the best of your ability and to maintain a level of productivity and quality as defined by your Production Manager.
- To actively participate in training sessions which might include; job training, machine operation and maintenance training, health & safety training, quality training and other training beneficial for the health & safety of the employee and for the benefit of the company.
- To maintain records, forms and other paperwork associated with ones job as directed by your Production Manager.
 - Maintain a **flexible approach to work**, whereby the employee agrees to carry out tasks (that are compatible and similar in nature to those done by employees on a similar grade) as instructed by more senior staff, e.g. their immediate Production Manager.
- To actively make suggestions for production/business developments and improvements.

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Continuously check Quality

- Check drum quality and adherence to specifications. Report any problems to the Production Manager.
- Work must be continually inspected with defective products removed as instructed by Production Manager.

Carry out Manual Handling tasks

- Pack drums coming off machine as instructed by Production Manager.
- Remove stock to appropriate storage area as instructed by Production Manager.

Recycling/Housekeeping/Waste

- Regularly clean around machines.
- Place waste in proper waste bin. Remember that paper offcuts must be separated from other waste and put in the proper bin for recycling.

Selection criteria/Person specification:

- Good command of the English language – ability to understand and communicate in English.
- Willing and keen to undertake relevant training to develop skills in relation to the post.
- Willing to learn and show commitment and enthusiasm.
- Must be in general good health and able to undertake physical/manual tasks as required by the post.

Agreed and Understood by Employee

Signed: _____

Date: _____