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Description:


☒ 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 different Production Supervisor/Manager.

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.

Principle duties and responsibilities

- ☒ 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.
- ☒ 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.
 - o 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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Set-Up Machines

A Lead Operator will be required to do some or all of the following:

- ☑ Make sure that scrapers and bars are clean and ready for use first thing in the morning. Fit cleaned parts to machine.
- ☑ Arrange for the delivery of paper and glue to the machine as required.
- ☑ Check glue viscosity as for normal practice and record on check sheet.
- ☑ Ensure that appropriate papers are used for particular job and load reels on reel stand.
- ☑ Ensure that collars, rollers, tensioners, etc. are aligned properly, i.e. in the standard position.
- ☑ Pass papers through rollers, guides, etc. as for normal practice.
- ☑ Ensure that the glue tank and reel stand are at the correct angle for the particular job.
- ☑ Select correct mandrel and bullet for particular job. Ensure that mandrels and bullets are in good condition and suitable for the job. Fix mandrels and bullets as for normal practice.
- ☑ Wind papers on to mandrel as for normal practice.
- ☑ Ensure that papers are receiving an even and consistent spread of glue.
- ☑ Set cutter to suit finished tube length plus allowance for shrinkage.
- ☑ Check cutter blade quality. If necessary arrange for blade sharpening.
- ☑ In free time keep area around machine clean and tidy.
- ☑ Arrange racks, pallets, strapping, etc.

Continuously check Quality

- ☑ Check 'QC' of tube including regular stick checks, record on appropriate forms.
- ☑ Check for flicks or burrs. Report any problems to the Production Manager.
- ☑ Continually inspect and check tube length and wall thickness.
- ☑ Continuously check that the wrapper is over gap and that it is firmly stuck to tube.
- ☑ Check date stamp is correct.
- ☑ Label racks/pallets/etc.

Operator Training


- ☑ Formal and informal training to existing and new operators on machine set-up and operation. This to be done in conjunction with the operations manual and machine specific procedures. Training should include set-up, running and shut-down, health & safety procedures, general operation and emergency procedures.
- ☑ To refer to any operational standards, quality standards, and health & safety procedures.
- ☑ To recommend any improvements to training procedures and training methods.
- ☑ To evaluate the competency of operators after training and to report this evaluation to management.

Carry out Manual Handling tasks

- ☑ When required pack tubes coming off machine into racks or bundles or on to pallets as instructed.
- ☑ Remove pallets/racks/etc. to appropriate storage area. .

Recycling/Housekeeping/Waste

- ☑ Regularly clean around machines, e.g. paper, strapping, tape, stretch wrap, glue spills, etc.

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Place paper offcuts in proper waste bin for recycling, all offcuts must be weighed and weight recorded on appropriate form.

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: _____