

## Job Description and Person Profile







<b>Business/Support service</b>	Terry Smiths
<b>Job Title</b>	Factory Operative/Driver
<b>Grade</b>	Ungraded
<b>Job Family</b>	Business Support
<b>Reporting to (Job Title)</b>	Production Manager
<b>Number of direct reports</b>	0
<b>Number of indirect reports</b>	0
<b>Budget Responsibility</b>	0
<b>Contacts</b>	Logistics Manager / Area Team Leader

### **a) Job purpose**

To complete production processes within factory to satisfactory standards in quality and daily performance.

### **b) Main responsibilities**

- Complete daily targets as prescribed by Production Team Leader
- Ensure quality standards are maintained
- Ensure all standard operating procedures are followed
- Maintain time keeping in line with Society procedure
- Maintain Attendance levels in line with society policy
- Communicate with colleagues at all levels
- Ensure good harmony with other team members
- Willing to train on all processes within factory
- Demonstrate can do positive attitude

<b>C) Measures of performance</b>	
<ul style="list-style-type: none"> <li>Review of performance on daily basis</li> <li>Review quality of workmanship</li> <li>Review of time keeping and attendance level</li> </ul>	
<b>d) Person specification</b>	
Essential qualifications 	Desired qualifications 
Non Required	Non Required
Essential experience required 	Desired experience required 
Working in Factory Environments Flexible in working time patterns Experience in Timber processes Open to Change Must have full Clean driving license and CPC trained.	Factory Environment Flexible Good common sense approach Experience in Driving 3.5 tonne to 7.5 Tonne vehicles
<b>e) Competencies / behaviours</b>	
 <ul style="list-style-type: none"> <li>Customer focus</li> <li>Teamwork</li> <li>Passion for the brand</li> <li>Drive for results</li> </ul>	 Ensure all quality procedures are followed and customer delivery dates are met. Actively be involved in continious improvement programme. Attend at least one members meeting per year.  Achive all SMV targets in line with process

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