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| **Job Title** | Production Operative |
| **Business Unit** | Technology |
| **Department.** | Operations |
| **Location** | Cardington |
| **Reports to (direct)** | Operations Management |

###### MAIN PURPOSE OF JOB

###### To record and process IT assets arriving in the processing facility. Ensuring high quality and performance is maintained in line with site KPI’s.

**KEY RESULT AREAS:**

**General and Task Management**

* Processing IT hardware in accordance with customer specification and company
* standards.
* Palletising equipment in a safe and efficient configuration.
* Testing and processing IT equipment in accordance with all established processes.
* Compliance with company handbook.
* General warehouse housekeeping.
* Ensuring stock is accounted for and stored securely.
* Maintain accurate records of production activities, including quantities produced and
* deviation from established processes.
* Provide absence cover which may cover all warehouse responsibilities.
* Ensure that all relevant procedures and processes are followed and adhered to in line with the Company’s procedures and requirements.
* Undertake additional duties as and when required to meet the needs of the business, which may include working outside of normal hours on occasion.

**Attitudes and Behaviours**

* Work in a safe manner and comply with the Health, Safety and Environmental Policies
* Balanced and confident
* Applies experience and logic
* Achievement focussed, consistently manages the task
* Makes productive contributions
* Team player with a positive effect on the mood
* Is self-aware, resilient, optimistic and open to change
* Shows moral courage, openness and honesty and has a collaborative approach when dealing with others

POLICIES AND PROCEDURES - All employees must follow Company policies and procedures. All policies are available on RT’s portal.

EQUALITY AND DIVERSITY - All RT’s policies prohibit discrimination, victimisation, bullying or harassment. RT’s is committed to treating people equally, whether they are colleagues, suppliers or other customers. RT’s is committed to developing an environment that embraces diversity and promotes equality of opportunity.

CONDUCT AND BEHAVIOUR - Employees are personally accountable for their actions at work, and must demonstrate high standards of honesty and integrity, customer service and professionalism in line with Company values. All individuals will have some risk management responsibilities and are required to comply with company rules. It is the responsibility of all employees to recognise their role in maintaining a safe environment for visitors and colleagues. Employees are responsible for ensuring that they are fully aware of the company health & safety and welfare policies, and the post holder will undertake training as required by the position.

This Job Description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The role may change over time to reflect the changing needs of the company and its services, as well as the personal development needs of the post holder.

**COMPLIANCE RESPONSIBILITIES**

* Adhere to all Company Policies and Procedures contained in the Codes of Conduct, Information Security, Environmental, Health and Safety and Quality Management Systems
* Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager

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| **APPROVALS:****Line Manager** Name: ………………………………………………...Signature:……………………………………Date:…………………………………………… | **Post Holder**Name: ……………………………..………………………..Signature:…………………………………………Date:……………………………………………… |

**The company reserve the right to amend or update this job description as the demands of the business develop. A copy of the signed job description should be returned to your local People Team.**