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| **Job Title** | **Production Operative** |
| **Business Unit** | RESTORE TECHNOLOGY |
| **Department.** | Production |
| **Location** | RUNCORN |
| **Reports to (direct)** | Warehouse Team Leader |

###### MAIN PURPOSE OF JOB

Ensures the safe and efficient receipt, tracking in, storage and dispatch of warehouse materials, goods and products in the right location to feed business operations and customer demand.

###### KEY TASKS

1. Operate in a safe manner, complying with all health, safety and environmental requirements to ensure own and safety of others.
2. Take delivery of goods and supplies.
3. Identify damages and report shortages or quality deficiencies.
4. Store goods appropriately.
5. Engage in pre-sorting and tracking in process.
6. Movement of stock using a pump truck.
7. Loads goods for dispatch.
8. Ensure delivery of materials to production lines in accordance with production standards.
9. Input data regarding stock and inventory into a computerized system.
10. Keep accurate records and paperwork up-to-date.
11. Carry out stock counts, as and when required.
12. Comply with company policies and legal guidelines.
13. Ensure that all lifting and maneuvering of materials and assets are carried out in accordance with manual handling procedures.
14. Handle and report any hazardous materials in an appropriate manner.
15. Be aware of all safety-related rules and regulations for the Runcorn site.
16. Keep areas of work clean and tidy to ensure operational efficiency.
17. Make recommendations to aid efficiency and add value.

**SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED**

* Experience of working within a factory or warehouse setting.
* Able to work well as part of a team.
* Ability to work accurately and methodically.
* Ability to accurately complete paperwork and count stock items.
* An understanding of health and safety requirements.
* Flexibility towards duties and tasks, especially during times of cover.
* Good understanding of working to targets/goals.
* Good numeracy and IT skills.
* Good communication skills.
* Ability to plan and organise workload.
* Ability to accurately complete paperwork and count stock items
* An understanding of health and safety requirements.
* Good understanding of customer deliverables and the impact of failure / cost of poor quality.
* Manual dexterity as physically demanding role.

\*\*\* The above is not an exhaustive list but an outline of your duties. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

**OTHER INFORMATION**

From time to time and dependent on customer requirements and location you will be required to do additional jobs, overtime and Saturday work, which is part of your contract.’

**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.

Managers are responsible for training staff on Company Policies and Procedures contained in Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.

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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.**

**Signed Job Description are to be returned to the HR Department and will be used as part of the Appraisal process**