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

###### MAIN PURPOSE OF JOB

To asset items to be ready for destruction or where possible, for repair, refurbish and re-sale.

###### KEY TASKS

1. Take delivery of goods and check for damaged or missing items.
2. Asset items in line with company procedures and stock grading.
3. Input data regarding stock and inventory into a computerized system.
4. Move stock around either by hand or lifting equipment/trolleys.
5. Keep accurate records.
6. Carry out stock counts as and when required.
7. Keep paperwork up to date.
8. Ensure that all lifting and maneuvering of product is carried out, in accordance with manual handling procedures.
9. Operate in a safe manner, complying with all health, safety, and environmental requirements to ensure own and safety of others.
10. Be aware of, and handle, any hazardous materials/items in an appropriate manner.
11. Keep areas of work clean and tidy to ensure operational efficiency.
12. Make recommendations to aid efficiency and add value.

**SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED**

* Experience of working within a team setting.
* Able to work well as part of a team.
* Ability to work accurately and methodically.
* Good numeracy, verbal and written communication skills, able to deliver clear and concise instructions to a team.
* Ability to multi-task, plan and organise work.
* 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.
* Dexterity to work on delicate components.
* Keen eye for detail is vital during the pre-test process to ensure that no blemishes r underlying faults are missed.
* Hard working to achieve and maintain the productivity required by ensuring work time is always productive.
* Honesty and integrity to be reflected in all customer communications.
* Ability to work under pressure to deadlines.
* Excellent time management skills.

\*\*\* 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**