



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>PRODUCTION OPERATIVE</b>
<b>NAME OF JOB HOLDER:</b>	
<b>REPORTING TO:</b>	<b>PRODUCTION CONTROLLER</b>
<b>PRIMARY RESPONSIBILITIES:</b>	<b>Packing the full range of manufactured products. Continually carrying out quality control checks during production process.</b>

- 1 Responsible for packing full range of manufactured paper products in accordance with the Master Specification Sheets Production Version.
- 2 Responsible for marking and preparing cartons for next product prior to the next production run.
- 3 Responsible for checking continually for quality control errors during the packaging process and to complete (where applicable) the PRODUCTION QUALITY CONTROL/INSPECTION FINISHED PRODUCTS FORM – Ref: 05-20-02 as defined by ISO 9002 Quality Procedure and relevant Manufacturing Codes of Practice.
- 4 Responsible for altering the clamps on the Log Saw when required and also for changing the Log Saw blade when necessary.
- 5 Responsible for setting and programming the Log Saw when necessary.
- 6 Responsible for carrying out and recording all aspects of housekeeping and maintenance tasks as indicated on various weekly housekeeping/maintenance records.
- 7 Responsible for packing waste tissue into waste cartons and for removing those cartons from Production Area to waste skip location.
- 8 Responsible for obtaining cores and cartons prior to production runs ensuring that the Machine Operator is supplied with the appropriate quantity and type of cores thereby ensuring that the slitter re-winding process remains uninterrupted.

9. Responsible for ensuring all relevant packing machinery is set up correctly for each production run with the minimum downtime.
10. Responsible for ensuring that sufficient pallets are constantly available for the purposes of finished stock palletising.
11. Responsible for recording batch codes and for entering them onto the Norprint Printer.
12. Responsible for general housekeeping duties as directed by Management.
13. Responsible for palletising and shrink wrapping the finished product and then for transferring goods to warehouse area.
14. Responsible for adjusting any machinery required in readiness, prior to the next production run.
15. Responsible for ensuring that all Health and Safety requirements are maintained.
16. Responsible for ensuring that holiday application form is passed to Production Controller relevant to personal requirements.
17. Any other reasonable duties requested by management.

**Signed for and on behalf of  
Merton Group UK Ltd**

**Signed by employee – confirming that  
employee is in agreement with details as  
laid out in this job description and will  
carry out duties and responsibilities at all  
times.**

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**Date: .....**

**Date: .....**