

Role Profile – Factory Operative (Level 2)

Role Levelling

N/a

Purpose

To ensure the daily running of a section/department ensuing stock rotation and levels are kept to the agreed levels.
To delivery an industry leading service for internal and external customers whilst maintaining full utilisation of resources through process training & colleague development and administrative accuracy.

Key Relationships

- Coffin Factory Manager
- Production Manager
- Customer Team Lead
- Production Team Lead
- Delivery Team Lead

Key Accountabilities

- Oversee all daily processes in their relevant section/department.
- Communicate daily process performance information for the Production/Delivery Team Leader.
- Communicate daily requirements and performance targets with regards to department schedules.
- Ensure quality control through process management to ensure customer satisfaction.
- Ensure team and operators are using the real time Factory Master data collection for work loading, stock control and process management.
- Comply with all statutory society Health, Safety and Fire regulations and take action to avoid risk.
- Develop a continuous improvement culture in order to sustain Lean way of thinking.
- Multiskilled to be able to fill in for any absent colleagues.
- Willingness to train on all processes within our factory & undertake any external training if required.
- Promote an open and effective working relationship with all colleagues and 3rd parties.
- Act as a co-operative and supportive team member, within the Coffin Factory team.
- Assist in promoting our Coffin Factory within the local community, building up good working relationships with third parties.
- Ensure machinery and premises is always kept clean and tidy.
- Any other duties that may be required in supporting with the operation of our Coffin Factory.

Measures of Success

- Internal and External Customers are satisfied with the service received.
- Individual daily targets are met to quality standards.
- On time in full 98% (OTIF).
- Demonstrate resource utilisation.
- House keeping, Health & Safety and compliance audits achieve 98 – 100%.
- Colleague engagement.

Experience/ Qualifications Required

- Excellent communication Skills
- Technical knowledge and experience
- Product knowledge
- Process management techniques
- Quality Management Techniques
- Problem Solving Techniques