



Job Description

Job Title: Production Operative

Department: Production

Responsible To: Production Manager

Overall Job Objective:

To carry out the conversion of foam or fibre to make products for the upholstery, industrial and automotive markets as detailed by the customer and as directed by the Production Manager.

Main duties:

- Operates a variety of automated & manual machines to convert foam rubber into acoustic control or furnishing products.
- Undertakes the hand packing of a variety of products for despatch.
- Maintains customer standards to QS 9001.
- Maintains set production targets.
- Completes company & customer paperwork as required.
- Intakes & despatches departmental raw material and goods following the correct procedure.
- Undertakes any task in pro-active and self-motivated manner.
- Undertakes work in a safe manner that does not put own or others health & safety at risk.
- Maintains good housekeeping standards at all times.
- Undertakes each task with due consideration to the elimination of waste and the reduction of scrap.
- Required to be multi-skilled and cross-functional.
- Required to be flexible in the approach to work and the working day.
- Required to work under supervision as required.

Last Updated:	February 2002
Agreed: Function Head	
Authorised: Personnel Manager	