

Job Overview: Operator

General Duties:

- Working safely – it is the most important thing we do! Please always tell us immediately if you see anything unsafe.
- Wear all provided Personal Protective Equipment (PPE) at all times it is required.
- Clocking in and out – it is your personal responsibility to make sure you are clocked in and out correctly. You must clock in when you arrive on site and out for your unpaid break, then back in again after your break and finally out again when you leave to go home. This is essential for you to get paid and is also a requirement for fire safety. Failure to clock in and out correctly will lead to disciplinary action and most likely loss of earnings, as you will only get paid for hours correctly logged by the system. If you make a genuine mistake it is your responsibility to make sure it is corrected.
- Have a clear understanding of each machine you work on and of what is required for safe and efficient operation
- Taking ownership of product quality - quality is part of everything we do and is the responsibility of all of us. Making scrap means the business is losing money!
- Meeting required daily outputs and targets and quickly alerting staff if this is not achievable
- Being a part of the team and willing to help and support with the on-time, correct quality delivery of parts to customers as required
- To gain a clear understanding of all products manufactured at PES in terms of quality, methods of production (E.g. insert-moulding, removing gates or sprues Etc.) and any secondary operations that may be required by being attentive during training and asking questions where appropriate to aid your understanding. Training records will be kept for each employee to record what you have been trained on and to monitor your progress.
- Understand the production priorities within the business on a daily basis
- Identify any product faults and alert staff as soon as any defects are found, especially if a machine is still producing rejects.
- Understand and complete all required documentation – there is always someone to ask if you are not sure.
- To fully read and follow all work instructions provided, suggesting improvements where appropriate.
- Use our Intouch (Real Time production monitoring and MES) system to accurately record all stages within the production process as directed – this is essential to help us with our planning and must be completed as you are working, not all together at the end of the shift.
- Accurately record all scrap, seeking advice from our inspectors to verify product is reject before physically throwing anything away.
- Ensure your area and place of work (this means anywhere within 10 feet or 3 metres of where you are working) are clean and tidy and that walkways and fire exits are always kept clear.
- Ensure parts manufactured are to Master/Gold Sample standard.
- Always be prepared for new training and willingness to learn new skills.
- To help with the reduction of scrap by being alert and attentive and catching problems early

- Any other reasonable tasks that you are asked to complete – we are a small business, and we must always work together as a team.

Hours of Work:

Your normal hours of work are:

- Early shift: 06:00 to 14:30 Mon-Thu 06:00 to 13:30 Fri
- Late shift: 14:00 to 22:30 Mon-Thu 13:00 to 20:30 Fri

However, there may be occasions when you will be required to work at other times. The role may require some extra hours which will be agreed with you on an as-needed basis according to PES' needs. Your line manager will advise you when this is necessary. If you wish to opt-out of the limit on weekly working time stipulated by the Working Time Regulations 1998, please contact your manager.

Other terms and conditions relating to your hours of work are:

- You will be entitled to a 30-minute unpaid break for lunch for which you must clock out and back in, and a 10 minute paid break.

Holidays:

Your annual holiday entitlement is 25 days at joining PES. Your public holiday entitlement is 8 days. For part time employees, these entitlements are adjusted on a pro rata basis.

The holiday year runs from January to December and you should reserve days to be taken between Christmas and the New Year, when the Company will be closed. This is made clear in January for the year ahead.