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| **Role Description: Operations L2 Flat Shop Operative (Flat Sponger)** | | | | | | | | | |
| **Department** | **Flat Shop** | | **Location** | **Dalehall** | | **Level** | | | **2** |
| **Reporting to** | **Flat Shop Manager/Team Leader** | | | | | **Date Updated** | | | **April 2019** |
| **Purpose** | To fettle and sponge items to the Company quality standard. In addition to these function`s employees are required to carry out such other duties as may reasonably be required. | | | | | | | | |
| **Principal Accountabilities** | | | | | | | | | |
| * To fettle (when required) and sponge the edges of the items to the required quality standard * To monitor machine sponge`s conducting resistance checks to satisfy the lifetime edge chip warranty * To hand sponge items when required * Record loss * Disposal of non-conforming product appropriately * To comply with all Health and Safety Regulations and Company policies and to ensure at all times that the work area is clean, tidy and safe. | | | | | | | | | |
| **Competencies** | | | | | | | | | |
| Commitment | * Must Demonstrate acceptable levels of attendance and timekeeping. * Willing to, on occasion, to do a reasonable amount of overtime | | | | | | | | |
| Teamwork | * Demonstrate flexibility by carrying out other duties outside of your job role within your department or in another department as required * Demonstrate ability and willingness to operate as a valued team member | | | | | | | | |
| Respect | * Must be comfortable with receiving instruction from your Line Manager, Team Leaders and Senior Managers | | | | | | | | |
| Creativity | * Ability to identify problems * Not afraid to communicate ideas and suggestions | | | | | | | | |
| Passion | * Desire to succeed as part of the Company | | | | | | | | |
| Leadership | * Ability to make basic decisions and escalate where appropriate | | | | | | | | |
| Responsibility | * Take responsibility over own workload * Assume responsibility for general housekeeping at work station as per health and safety procedures | | | | | | | | |
| Honesty | * To communicate with the Company, Managers and Colleagues openly and honestly in line with the companies Dignity at Work Policy | | | | | | | | |
| Success | * Desire to succeed within the job role * Desire to be part of a successful company and celebrate department and Company Wide Achievements | | | | | | | | |
| **Criteria** | | | | **Essential** | | **Desirable** | | | **Assessed by** |
| Good Standard of English and Maths | | | | **🗸** | | |  | |  |
| 1 years’ experience within the manufacturing industry | | | |  | | | **🗸** | |  |
| **Specialist Training Required: On the job and Manual Handling. NB you will be required to attend refresher training as appropriate.** | | | | | | | | | |
| **Additional Information** | | | | **Yes** | | **No** | | | **Additional Comments** |
| Manual Handling | | | | **🗸** | | |  | |  |
| Exposure to Noise | | | | **🗸** | | |  | |  |
| Exposure to Heat | | | |  | | | **🗸** | |  |
|  | | | | | | | | | |
| Please sign to show you have read the above role description and are willing to undertake the responsibilities and demonstrate the behaviours as specified within this role description. | | | | | | | | | |
| **Job Holder Name** | | **Job Holder Signature** | | | **Manager Signature** | | | **Date** | |
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