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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.
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| **Competencies** |
| Commitment | * Must Demonstrate acceptable levels of attendance and timekeeping.
* Willing to, on occasion, to do a reasonable amount of overtime
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| 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
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| Respect | * Must be comfortable with receiving instruction from your Line Manager, Team Leaders and Senior Managers
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| Creativity | * Ability to identify problems
* Not afraid to communicate ideas and suggestions
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| Passion  | * Desire to succeed as part of the Company
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| Leadership | * Ability to make basic decisions and escalate where appropriate
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| Responsibility  | * Take responsibility over own workload
* Assume responsibility for general housekeeping at work station as per health and safety procedures
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| Honesty | * To communicate with the Company, Managers and Colleagues openly and honestly in line with the companies Dignity at Work Policy
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| Success | * Desire to succeed within the job role
* Desire to be part of a successful company and celebrate department and Company Wide Achievements
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| **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 |  | **🗸** |  |
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| 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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