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| **Role Description: Operations L2 Cup Shop Operative (Handle Cutter)** |
| **Department** | **Cup Shop** | **Location** | **Dalehall** | **Level** | **2** |
| **Reporting to** | **Cup Shop Manager/Team Leader** | **Date Updated** | **April 2019** |
| **Purpose** | To Cut clay handles by deseaming machine or by slide cutter and ensure the quality meets Steelite International standards. In addition to these functions employees are required to carry out such other duties as may reasonably be required. |
| **Principal Accountabilities** |
| * To ensure all clay cast handles are cut and sponged correctly, using the deseaming machine or slide cutter, and carefully placed into the appropriate handle box.
* To ensure a sufficient supply of handles to the cup machines.
* To ensure clay faults are reported if persistent.
* To ensure all handles are at the correct consistency for use and unused handles are conditioned at the end of shift.
* To ensure all clay handles meet the correct quality standard.
* 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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