**JOB DESCRIPTION**

**Job Title:** Machine Setter / Tackler

**Responsible To:** Production Team Leaders

**Version:** 03 **Date:** March 12th 2019

* To setup machines at the beginning of each shift to ensure proper working order
* To perform testing procedures to ensure that machines work optimally during production
* To monitor machines during every procedure to ensure optimum running and minimise waste
* To troubleshoot problems during machine operation
* To ensure stocks of needed materials and parts are ready and available at all times
* To ensure that machines are producing quality products by managing periodic checks on output
* To ensure that regular and preventative maintenance procedures are carried out
* To maintain and clean machines to the department schedule
* To provide information on changeover times, production and progress to supervisors
* To work efficiently and effectively as part of a team
* To assist the operators, and to pack production when necessary
* To place parts in semi-automated machines
* To keep work area tidy
* To maintain high levels of Health and Safety standards
* To perform safety checks on every machine

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company’s business.

**Job Title:** Machine Setter / Tackler

I confirm that I have understood this Job Description and undertake to achieve this standard of performance.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_