

March 2017

JOB PROFILE

Job Title: Production Operator – Conversion
Hay Grade: H11
Department: Production – Conversion

Purpose:

- Work to all Health, Safety and Environmental standards by following approved working practices, formulations and setups.
- Convert, pack and inspect (when required) given workload on time, report products made and materials used and leave workplace in a clean and tidy condition.
- Convert accurately producing product to given customer requirements & QC standards.
- Pack converted material accurately and to the required packaging standards.
- Ensure that standards and policies are adhered to and improved upon to achieve continuous improvement.

Job Content:

- Operate Sheeting, Guillotine, slitting and roll conversion machines where applicable.
- Operate a pedestrian and / or counter balance forklift truck where applicable.
- Ensure all materials are available to meet your planned workload.
- Mix to appropriate formulation ensuring compliance to instructions.
- Carry out QC tests and report any deviations to the Supervisor / PTL.
- Report all transactions to SAP / SFoL in an accurate and timely manner.
- Ensure stock levels are accurate and errors are reported.
- Operate machinery in accordance with all Health, Safety and Environmental requirements.
- Report defective equipment. Report all accidents and breakages.
- Achieve outputs as required by the Supervisor / PTL.
- Report safety and quality issues through the 1B and 1Q systems.
- Maintain a clean and tidy work area.
- Ensure converted products are packed accurately and will meet packing specifications with a high level of presentation.
- Carry out on the job training of new starters when fully trained and competent.
- Participate in continuous improvement activities such as 5S and any process Improvement teams where required.
- Generate ideas and participate in implementing to make improvements to the Conversion department.



Success Factors:

- Zero accidents and environmental incidents.
- Reduction numbers of rejections from Customers (Internal & External)
- Products are right first time and on time in full. No late orders resulting from your own activities.
- Continuous improvements in housekeeping as assessed by audits.
- No call-outs as a result of your activities.
- No stock errors resulting from your actions in raw materials or work in progress.
- Ideas generated to bring about continuous improvement.
- Safe operation of Zoned areas.
- Accurate picking, packing and labelling of orders.
- Good departmental safety record.
- Meeting of departmental and customer deadlines

Job Knowledge:

- Practical understanding of machine operations skills/engineering
- Health and Safety and environmental awareness
- Knowledge of products and relevant test procedures
- Effective team player
- Advanced understanding of SAP.
- NEBSM supervisory or similar training.
- Recognize health and Safety regulations and ability to carry out risk assessments if required
- Effective communicator.

